

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Contract Assistant

Department: Business and Workforce Development

Location: EVC or SJCC

Date: December 13, 2023

POSITION PURPOSE

Under the direction of assigned administrator, the Contract Assistant supports the supervisor through a wide variety of program-related clerical, technical, operational, and service responsibilities. The position provides related computer application and database support to the development, scheduling, monitoring, reporting, and coordination of project activities in the Business and Workforce Development area.

KEY DUTIES AND RESPONSIBILITIES

1. Provide support for students and program participants with faculty, staff, and mentors relative to program functions, goals, and objectives.
2. Prepare and submit contract-related documents for legal and board approval, ensuring timely and accurate submission. Distribute documents for full execution and follow-up with stakeholders.
3. Provide students and participants with specific program resources such as mentors, interpreters, and tutors as stated in contract agreements. Coordinate services with, and refer students and participants to other college staff, programs, community mentors, or support agencies.
4. Initiate requisitions for purchase orders to assist vendors and internal stakeholders to ensure vendor agreement information is gathered in compliance with district policies. Collaborate with vendors to gather necessary information and documentation to process contracts.
5. Provide information, responses, and assistance to potential and current sponsors, partners, and new contacts regarding program requirements and services.
6. Disseminate relevant program publicity, including PowerPoint presentations, in conjunction with other staff. Collaborate effectively with departments across campus and district to appropriately report the delivery and receipt of contract agreements.
7. Prepare periodic reports regarding grant activity, contracts, and expenditures, using a database and a variety of computer programs.
8. Maintain program accounts online, and perform regular financial recordkeeping pertaining to the reporting and documentation of assigned program budgets. Assist in developing and monitoring the program budget and expenditures, in conjunction with the program supervisor.
9. Use a variety of resources to collect, compile, and assemble statistical budget data on program activities and participation. Complete forms and maintain on-line data collection systems, various files, and perform activity statistical reporting. Identify and resolve discrepancies.
10. Complete and submit district check and requisition requests, and other forms as required.
11. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Computer skills: Excellent skills in Microsoft Office applications including Word, Excel, Access, Outlook, PowerPoint, Publisher, and InfoPath; Adobe applications Acrobat Professional, and resources.
2. Basic functions and programs of a community college or similar educational setting.
3. Proper English usage, spelling, grammar, and punctuation.
4. Accounting and financial recordkeeping methods and practices.
5. The needs and sensitivities of special and disadvantaged student populations.
6. Governmental, community and services organizations and their functions.
7. Applicable state and federal laws, regulations and guidelines.
8. Office administrative practices and procedures including filing, electronic communications, and the operation of standard office equipment.
9. Modern office practices, procedures and equipment including computer operation.

Skills and Ability to:

1. Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules.
2. Set priorities and multi-task for various concurrent tasks and duties.
3. Communicate effectively orally and in writing, including reports and other written materials
4. Learn, apply and explain relevant laws, regulations, policies and procedures.
5. Fully utilize a database and a wide variety of computer applications software.
6. Work as a team with staff, partners, and clients.
7. Handle sensitive matters with diplomacy and tact.
8. Exercise sound judgment within established guidelines.
9. Establish and maintain cooperative working relationships with students, staff, community agencies and organizations, business representatives, and other program participants
10. Monitor and help prepare a program budget.
11. Communicate respectfully, tactfully, and sensitively with persons of diverse backgrounds, cultures, language groups and backgrounds.

Experience and Education:

1. An Associate's degree from an accredited college.
2. One year of related experience.

WORKING CONDITIONS

Environment:

1. Typical office environment.

Physical Demands:

1. Dexterity of hands and fingers to operate a computer keyboard.
2. Sufficient ambulatory to move to work stations and sitting or standing for extended periods of time.
3. Hearing and speaking to exchange information in person or on the telephone.
4. Visual acuity to read numbers and words and to observe students perform tests and assignments.

Board Approved: 8/14/07; 12/12/2023
Salary Range: 75
EEO Category: 2B4 – Secretarial/Clerical