

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

**Position:** Project Assistant

**Department:** Counseling

**Location:** EVC or SJCC

**Date:** 10/5/2016

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**POSITION PURPOSE**

Under the direction of Dean, Student Success or assigned administrator, the Project Assistant assists the student success and support related programs and activities in the area of the Student Success Support Program and the Student Equity Plan. Incumbents in this position can be assigned to projects in one or more of the following areas: assessment, orientation, pre and post activities related to educational planning, student follow-up and intervention services, basic related research and report writing, and data collection and tracking. Incumbents may also be assigned to special program areas that provide services to students.

**DISTINGUISHING CHARACTERISTICS**

Incumbents in this role work closely with the supervisor to ensure the counseling department is developing programs and services that maximize participation in the program components of the Student Success Act (SB1456), which include orientation, assessment, counseling and educational planning, and follow-up services. The Project Assistant collaborates with other personnel involved in the student success initiatives to deliver comprehensive program supports and to enhance student success activities.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Provide information and services to students, faculty, staff and the general public regarding matters requiring specialized knowledge and activities related to assigned program.
2. Document implementation steps of core services including orientation, assessment, counseling, educational planning, and related services.
3. Assist in review of relevant website information and recommend content edits.
4. Research best practices in assigned areas, present summary reports to the supervisor and recommend innovative activities for consideration.
5. Coordinate trainings, meetings and other activities related to the Student Success Support Program and the Student Equity Plan.
6. Assist counselors, staff and student ambassadors to develop student success planning workshops and deliver other services.
7. Utilize tracking mechanisms to ensure student data integrity in various components of the program and services provided.
8. Maintain collaborative relationships with community based organizations, such as one-stop career centers and high schools to expand services to potential college students and groups.
9. Assist in maintaining accurate program records and generating reports from database.
10. Assist in the preparation of marketing materials, informational flyers, brochures and other student information.
11. Perform a variety of general office duties, including answering telephone calls, data entry, scheduling of student appointments, formatting and proofreading a variety of letters and reports.

12. Perform other related duties as assigned.

**Knowledge of:**

1. Applicable sections of the State Education Code and other applicable laws including Title V.
2. Community college courses, curriculum, graduation, and transfer requirements.
3. Rules, regulations, requirements and restrictions regarding student records.
4. Data collection and basic statistical methods.
5. Modern office methods, procedures and equipment including computers and related software.
6. Record-keeping techniques.

**Skills and Ability to:**

1. Understand and follow oral and written instructions.
2. Operate office machines including a computer and applicable software.
3. Prepare and deliver oral presentations, research and report writing.
4. Support and/or lead small student groups.
5. Meet schedules and time lines.
6. Work independently with little direction and work effectively in a team.
7. Communicate effectively both orally and in writing.
8. Establish and maintain cooperative and effective working relationships with others.

**Experience and Education:**

1. Associate's degree from an accredited college or university in social sciences or a related field. Bachelor's degree preferred.
2. One year of experience providing services to students with a history of educational, cultural, or economic disadvantage or disabilities in college/university, agency or governmental setting.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment.

Board Approved: 10/4/16  
Salary Range: 75  
EEO Category: 2B4 – Secretarial/Clerical