



GROSSMONT-CUYAMACA  
COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: TRAINING ASSISTANT**

**RANGE 31**

**SUMMARY:**

Under the direction of an assigned supervisor, perform a variety of duties related to organizing and coordinating professional development activities.

**ESSENTIAL FUNCTIONS:**

Perform a variety of duties in support of professional development opportunities and programs for faculty, staff and administrators.

Interpret and apply rules and regulations as appropriate.

Organize and manage the day-to-day activities of the Professional Development office to assure efficient and effective office operations.

Maintain current Professional Development budget information monitor budget expenditures; assist in budget preparations as required, initiate and process requests for contract (RFCs). Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions.

Greet office visitors; initiate and answer telephone calls; manage email communications; take messages as necessary; provide information; receive sort and route mail.

Schedule meetings, conferences and appointments for the professional development office. Schedule workshops, presentations, and assist with arrangement of travel accommodations, conferences and meetings as necessary.

Prepare and review routine correspondence, records, and other documents regarding Professional Development for accuracy, completeness and conformance to established rules and regulations.

Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required.

Establish and maintain a variety of records, logs and files related to Professional Development; obtain and provide information from records and files as requested.

Order and maintain office supplies; schedule maintenance and repair of equipment.

Coordinate the duplication and distribution of Professional Development information to faculty and staff; obtain and provide information, coordinate activities and resolve problems; distribute forms, applications and related materials.

Coordinate communication regarding professional development with other district departments and personnel, students, educational institutions, vendors, other outside organizations and the public.

Compose correspondence and memoranda independently or from oral instruction; determine

appropriate format and presentation; develop and revise forms.

Maintain and update websites and calendars for Professional Development.

Operate a variety of office equipment including computers and peripherals, calculators, copy machines, etc.

Provide work direction to hourly personnel as assigned.

Follow district and department policies and procedures.

Maintain currency of qualifications for area of assignment.

**SECONDARY FUNCTIONS:**

Maintain departmental area(s) in a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Substitute for secretarial personnel as needed.

Perform related duties as assigned.

**KNOWLEDGE OF:**

A wide variety of software applications related to area of assignment.

Effective business communications, both orally and in writing.

Problem solving and critical thinking techniques.

Modern office practices, procedures, equipment and software, including telephone techniques and etiquette.

Recordkeeping techniques.

Proper use of English grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**

Perform difficult and often complex secretarial and clerical work with speed and accuracy.

Transcribe minutes for committee meetings efficiently and effectively.

Maintain records, logs, files and other related information.

Operate a variety of office equipment and software consistent with requirements of the position.

Understand and follow oral and written directions and communicate effectively.

Establish and maintain cooperative and effective working relationships with others; demonstrate commitment to customer service.

Learn to interpret, apply, and explain rules, regulations, policies and procedures.

Analyze situation accurately and adopt an effective course of action.

Plan and organize work to meet schedules and time lines.

Perform basic mathematical computations.

Work confidentially with discretion.

Interpersonal skills using tact, patience and courtesy.

Work efficiently with many interruptions.

Make arrangements for meetings, workshops, and conferences.

Work independently and effectively with general direction; plan and organize work.

**EDUCATION:**

Graduation from high school or equivalent.

**EXPERIENCE:**

Three (3) years increasingly responsible clerical experience or formal training/education.  
Experience in an educational setting preferred.

**WORKING CONDITIONS:**

Office environment subject to frequent interruptions.

Subject to sitting for extended periods of time and repetitive motion. Some reaching and bending may be required.