

UNIVERSITY OF CALIFORNIA, SANTA BARBARA
JOB DESCRIPTION

PERSONNEL OFFICE USE ONLY					
APPROVED PAYROLL TITLE Administrative Assistant II	TITLE CODE 4912	EFFECTIVE DATE	CBU: ERC:	DATE	INITIALS
NEW POSITION/REPLACEMENT New Position		TEMP. RECLASS ()	PROVISION NUMBER		
		TEMP. STIPEND ()			
<input checked="" type="checkbox"/> Recruitment <input type="checkbox"/> Review <input type="checkbox"/> Reclassification <input type="checkbox"/> Update of Job Description			a. SALARY RATE 2609.00 per month b. PERCENT OF TIME 100%		
EMPLOYEE NAME			CURRENT PAYROLL TITLE		
DEPARTMENT/DIVISION Dean's Office, COE		WORK LOCATION Rinker Hall		WORKING TITLE (IF DIFFERENT) Enrichment Programs Assistant	
NAME OF SUPERVISOR Tacy Costanzo		SUPERVISOR'S PAYROLL TITLE Student Affairs Officer II		NAME OF DEPARTMENT HEAD Associate Dean Glenn Beltz	
SUPERVISION/DIRECTION RECEIVED (see back page for definitions of categories) Indicate the type of supervision the incumbent will receive after the training/orientation period. Close Supervision () Supervision () General Supervision (X) Direction () General Direction ()					
NAMES OF EMPLOYEES DIRECTLY SUPERVISED None			PAYROLL TITLE		FTE
GENERAL SUMMARY OF DUTIES / RESPONSIBILITIES 50% time: Program Assistant for Peer Tutoring Program, 8am - noon, September through May. Program Assistant for Summer Bridge Programs, 8am – noon, June, July & August. 50% time: Program Assistant for Admissions and Enrichment Programs, 1 – 5pm, throughout the year					

ESSENTIAL DUTIES OF THE JOB

I. Peer Tutoring Program:

1. Supervise the tutorial labs: 45% time annually – September through May
 - Assist Academic Liaison in interviewing and hiring tutors
 - Organize student tutoring requests by course, student schedule
 - Create tutorial schedule
 - Oversee tutors timesheets, report time to Financial Assistant
 - Check students into tutoring sessions
 - Track data for tutoring program
 - Number of students using tutoring services
 - Number of tutor hours per quarter
 - Requests for tutoring in courses not current offered
 - Log computer and software problems, report to ECI and Academic Liaison
 - Oversee 'Graphing Calculator' loan program
 - Monitor office supplies, study center equipment
 - Issue door pass codes for alarm system, maintain records of usage
2. Assist at Special Events: 5% time annually – September through May
 - Academic Excellence Workshops
 - Corporate Visits
 - Employer Recruitment and Job Fairs
 - Science and Technology Days
3. Summer Bridge Program Assistant: 50% time annually – June through August
 - Assist Academic Liaison in interviewing and hiring tutors
 - Organize tutoring sessions for algebra, physics and engineering summer short courses
 - Oversee tutors timesheets, report time to Financial Assistant
 - Check students into tutoring sessions
 - Track data for Summer Bridge program
 - Number of students using tutoring services
 - Number of tutor hours per camp
 - Log computer and software problems, report to ECI and Academic Liaison
 - Oversee 'Graphing Calculator' loan program
 - Monitor office supplies, study center equipment
4. Other duties as assigned.

II. Admissions and Enrichment Programs Assistant

1. Recruitment and Admissions Assistant: 30% time annually
 - Sort and code files by major, GPA, units completed
 - Edit transfer student applications for Withdrawals and Repeats
 - Make articulation binders for each major
 - Print daily database updates and put print outs into Admissions files
 - Carry files between the Office of Admissions and Rinker Hall
 - Assist with mailings to admitted student
 - Make TAB files and curriculum sheets for all new transfer students
 - Assist in recording students transfer courses and units
 - Assist in creating first quarter schedules for all new students
 - Run database reports on California Community College transfer students
 - Assist in Recruitment Event planning
 - Organize faculty travel arrangements for Recruitment events
2. Assistant for the College Honors Program: 15% annually
 - Recordkeeping
 - Honors units
 - Community Service Hours
 - GPA
 - Arrange for parking for guest speakers for the Honors Weekly Seminar
 - Assist guest with audio/visual equipment in seminar room
 - Schedule Honors students as College tour guides

- Weekly recruiting tour schedule
 - Spring Insight tour schedule
 - Parents weekend tour schedule
 - Coordinate Special events
 - Print Deans Honors certificates for year end ceremony
 - Print Deans Honors Poster for the central display case (quarterly)
 - Maintain honors email LISTSERV
 - Distribute Honors stickers for special library privileges
 - Event planning for quarterly pizza party
3. Education Abroad Programs: 5% annually
- For Visiting Students
 - Make TAB folders for incoming EAP students
 - Assist students with meeting major department advisors
 - Help secure add codes for courses taught outside Engineering
 - Post grades to EAP files quarterly
 - Mail student records to home institutions at end of term
 - For UCSB students studying abroad
 - Help students with study plans and finding course descriptions
 - Assist in pre-travel articulation of proposed courses
 - Maintain database of EAP courses taken abroad
 - Update EAP display case and data center
 - Guide students through petition process after returning from abroad
4. Other duties as assigned.

REQUIREMENTS: To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL

On the job the employee must:

- (F) Bend
- (O) Squat
- (O) Crawl
- (O) Climb
- (O) Kneel
- (F) Handle objects (manual dexterity)
- (F) Reach above shoulder level
- (F) Use fine finger movements
- () Other _____

MENTAL

On the job the employee must be able to:

- (F) Read/comprehend
 - (F) Write
 - (F) Perform calculations
 - (F) Communicate orally
 - (F) Reason and analyze
- Must carry/lift loads of:
- () Light (up to 25lbs.)
 - (x) Moderate (25-50lbs.)
 - () Heavy (over 50lbs.)

ENVIRONMENTAL

On the job the employee:

- (O) Is exposed to excessive noise
- (O) Is around moving machinery
- (O) Is exposed to marked changes in temperature and/or humidity
- (O) Is exposed to dust, fumes, gases, radiation, microwave
- (O) Drives motorized equipment
- (O) Works in confined quarters
- () Other _____

SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, bondability, altered work schedules, furloughs, travel, ect.)

Some night and weekend work, with occasional travel, due to special events. Overtime will be paid at time and a half for over 40 hours worked in a weekly reporting period, with compensation paid on the supplemental payday.

Employee's Signature

Supervisor's Signature

Department Head's Signature

Date

Date

Date