Professional Development Assistant

Job Code 00007267

General Description
Responsible for coordination, implementation, preparation, record keeping of programming for the Office of Professional Development.

Examples of Duties
Function as liaison for presenters.
Perform computer maintenance and function as technical support specialist for computer hardware and software.
Train staff and students.
Write computer directions.
Troubleshoot office computers.
Complete semester workshop scheduling to include sending confirmation letters, locate/reserve meeting room and contact catering.
Prepare/create, duplicate and mail workshop flyers.
Contact speakers for vita, handouts, equipments needs.
Create confirmation letters, name tags, name plates, participant list and certificates.
Set up meeting rooms.
Prepare payment, certificate and thank you for speakers.
Create end of semester reports.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: computer word processing; basic math.
Skill in: interacting courteously with others; telephone etiquette; typing.
Ability to: read and understand written job instructions; give instructions; correspondence, reports, etc; prepare clear, concise and grammatically correct correspondence; perform basic math; read and interpret computer manuals; prioritize workload; maintain filing system; establishing rapport with a variety of clients.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements

Revised 09/27/2012