

Position Title

	Non-Exempt – (Classified CSEA)
--	--------------------------------

- x Participates in the implementation of student retention strategies including self-advocacy, independence, and self-management.
- x Develops agreements and manages relationships with program support service and referral partners to maintain integrated support service systems for students in these programs and coordinates and verifies information.
- x Completes academic progress checks and notifies appropriate students at risk of failing to make required progress. Coordinates with other college departments in charge of these activities.
- x Assists in developing program budgets, goals, objectives, policies, and procedures; monitors budget allocations and expenditures; maintains accounting records and prepares financial reports.
- x Plans, coordinates, and conducts orientations and workshops.
- x Prepares reports, evaluations, proposals, and documents necessary for funding and successful operation of the program.
- x Coordinates class schedule information and facility use for specific college programs.
- x Researches, collects and compiles information, including statistical and financial data from a variety of sources for the preparation and completion of various projects and special and periodic reports, including regular reports on progress towards objectives; organizes and maintains record management systems.
- x Provides administrative and clerical support for programs assigned by supervisor including creating and maintaining confidential student files and records, maintaining personnel and payroll records.

English spelling, grammar and punctuation.

- x Maintain security and confidentiality of records and information.
- x Establish and maintain effective work relationships with those contacted in the performance of required duties.
- x OperammoONBDC /Gj 0. COOm