

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: CONTINUING EDUCATION TECHNICIAN**

#### **BASIC FUNCTION:**

Under direction of an area administrator, translate and interpret documents, forms, recruitment flyers, registration form and classroom material for continuing education classes; plan, design and schedule the continuing education class schedule as part of the regular class schedule; provide technical and clerical support for contract education, non credit, and community service classes.

#### **REPRESENTATIVE DUTIES:**

Translate, edit and type educational materials such as handouts, course brochures and student informational materials for continuing education classes as requested.

Assist in planning and design the continuing education class schedule; confer with instructors and the Dean regarding course descriptions and other relevant details regarding courses including times, dates and locations. Prepare instructor packets including registration forms, attendance sheets, class rosters, timesheets and other materials.

Register students on-site or travel to various communities to register students for continuing education classes and Driver Improvement Training classes as necessary; collect enrollment fees and maintain related records; prepare deposit and deliver to the Business Office; process refunds as appropriate; input and maintain registration information.

Prepare and process instructor contracts, extra duty agreements, facility agreements and other documentation related to assigned programs and functions. Verify accuracy and completeness of information provided; obtain required signatures and forward to appropriate staff according to established policies and procedures.

Prepare and mail or distribute forms and reports related to assigned programs and functions.

Assist students in completing required forms; explain registration procedures and regulations; contact students as needed to follow up on incomplete registration forms.

Organize and set up registration areas; assure adequate supply of packets and forms.

Prepare and maintain physical files and computer records; enter, update and revise information as needed; generate required lists and records.

Operate a variety of office equipment. Design flyers in Spanish/English and input information on computer, edit, cut and paste necessary materials, produce final copy, send to reprographics and assure appropriate distribution.

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

Proctor the Automotive Service Excellence (ASE) Certifications Exams. Register and certify as a proctor. Keep records, deposit checks, order reference booklets, print results, reserve classrooms, register students, and schedule exams as necessary. Advertise certifications as needed.

Proctor the Microsoft Office Specialist (MOS) Certifications Exams. Register and certify as a proctor. Keep records, create purchase order to buy exam vouchers, print results, issue certificates, reserve classrooms, and schedule exams as necessary. Advertise certifications as needed.

Manage online and home study Traffic School classes through the administrative TSC website, assisting students, oversee registrations, mail home study packages, solving problems with certificate rejections, and create quarterly DMV reports.

Manage and update the Community Service and Administrative Community Services web sites; updating class descriptions and requirements, reschedule students, create registration forms, and adding new events.

Manage the Customer Service PayPal account; transferring money to bank account, processing students' refunds, and submit any necessary documentation.

Receive payments for Community Service class registrations; prepare deposits and maintain records and reports.

Manage Ed2Go Online classes through the Administrative Ed2Go web site, assist students in enrolling online for Ed2Go classes, solve problems they have with accessing the lessons or enrollment problems they have with accessing the lessons or enrollment problems.

Coordinate the ITAs programs. Register Imperial Valley College training programs in CalJOBS in order to be listed on the Workforce Investment Act Eligible Training Provider List (ETPL). Prepare and submit ITA agreements; create Additional Compensation Requests for each instructor; reserve, assign and distribute keys for classrooms to authorized instructors according to established policies; coordinate orientation for students; provide parking permits for students; order books for each student; collect students timesheets for Imperial County Workforce Development staff; keep files for each student; create and submit invoices to Imperial County Workforce Development; pick up and deposit checks; manage ITAs budgets, create purchase orders, journal vouchers, and transfer monies; issue certificates for students.

Create non-credit schedule, assign and distribute keys for classrooms to authorized instructors according to established policies; manage class cancellations; notify instructors and students of cancellations; collect final grades.

Prepare and maintain the Contract Education, Driver Improvement Training, Community Services, and Non-credit budgets; monitor and verify expenditures; transfer funds and

maintain current account balances. Maintains an accounting system and produces reports related to assigned budgets.

Create purchase orders for office supplies, equipment, and instructional materials for Driver Improvement Training, Noncredit, and Contract Education programs.

Evaluate community services program on a periodic basis; evaluate class proposals; solicit feedback, recommendations and evaluations from students relevant to the program, and implement changes to the program as needed.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

English and Spanish languages sufficient to read, write, translate, interpret and speak fluently. Idiomatic and cognate applications in both English and Spanish for accurate interpretation.  
Registration procedures related to assigned programs and functions.  
Oral and written communication skills in English and Spanish.  
Operation of a computer terminal and data entry techniques.  
Modern office practices, procedures and equipment.  
Financial and statistical record-keeping techniques.  
Principles of training and providing work direction.  
Telephone techniques and etiquette.

#### **ABILITIES TO:**

Translate and interpret documents, forms, recruitment flyers, and registration form and classroom materials for External Campus classes.  
Prepare correspondence and other written materials in Spanish.  
Collect and process fees and prepare deposits.  
Register students in the office and in the community.  
Assist students in proper completion of registration forms.  
Drive to various community locations to register and assist students and collect fees.  
Operate a computer to enter and revise data, maintain records and generate reports.  
Type accurately at an acceptable rate of speed.  
Establish and maintain cooperative and effective working relationships with others.  
Apply and explain registration procedures, regulations and requirements.  
Meet schedules and timelines.  
Work independently with minimal supervision.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by specialized bilingual and biliterate training and three years of responsible clerical experience involving public contact, preferably including one year of experience in a community college student services setting.

### **LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

Duties are primarily performed in an external campus environment, away from the main campus, while seated at a desk, computer terminal or counter. Incumbents are subject to extensive contact with students and staff, constant interruptions, noise from talking or office equipment and demanding timelines. Must frequently travel to community locations to register students for external campus classes.

**PHYSICAL DEMANDS:**

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.