

ADULT EDUCATION AND CAREER AND TECHNICAL EDUCATION SERVICES ASSISTANT*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work of a moderately complex nature involving responsibility for providing office and program support to the Adult and Career and Technical Education programs at BOCES. The work primarily involves assisting with the administration of the Adult Education Licensed Practical Nurse (LPN) program, including handling the admissions and financial aid processes related to the program and ensuring compliance with federal and state reporting as required. The work is performed under the general supervision of the one or more administrators who oversee the Adult Education and Career and Technical Education Departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the admissions process for the Adult Education LPN program, including supporting recruitment efforts, scheduling admission interviews, coordinating orientation with accepted students, collecting all required documents, maintaining student records and managing the reporting of admissions data;

Administers the financial aid process for the Adult Education LPN program including processing financial aid applications for accepted students, arranging tuition payments from outside sources, advising students of financial aid and loan payment responsibilities and handling the distribution of financial aid payments;

Collects tuition payments and processes course withdrawals and tuition refunds for the Adult Education\LPN program;

Reports monthly LPN budget finances to BOCES administration;

Assists in, oversees and carries out a variety of other day-to-day clerical and technical functions for the Adult Education LPN program;

Coordinates grants for adult programs including researching grant opportunities, assisting in grant writing and overseeing the execution, administration, data collection, reporting and budget of approved grant programs;

Updates the Adult Education LPN web page and ensures it is consistent with state and federal regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures and equipment; working knowledge of federal and state student financial aid programs and the rules, regulations and procedures involved in the application process; working knowledge of student financial aid eligibility standards and requirements; ability to understand and interpret written and tabular material; ability to use computer software as it applies to the specific projects or program functions**; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and two (2) year of office clerical or business experience which involved administering grants for programs and/or handling the financial aid process for programs as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

(over)

NOTE: A Bachelor's degree or higher in Business Administration, Accounting or a comparable degree may be substituted for one (1) year of the required experience.

*This is a retitling of Adult and Career and Technical Education Services Assistant.

**To be demonstrated during the probationary period.