

San Diego Community College District

NANC JOB DESCRIPTION

Title: Project Assistant

Unit: Non-Academic/Non-Classified Service

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Job Code: N1904

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of an assigned supervisor, assist in the preparation, implementation, and evaluation of a specific project; coordinate project activities.

DESIRABLE QUALIFICATIONS:

Knowledge of English usage, grammar, spelling, punctuation, and vocabulary; modern office practices, procedures, and equipment, including computer hardware and software; basic research methods; report writing and record-keeping techniques; and organizational and analytical ability. Ability to maintain records and prepare reports, communicate effectively both orally and in writing, and establish and maintain effective working relationships with others. Graduation from an accredited college or university with a major in business or public administration or closely related field.

TYPICAL DUTIES INCLUDE:

- Assist in the preparation, implementation, and evaluation of the assigned project.
- Assist in project coordination with staff, students, and the community.
- Provide liaison with community groups to encourage understanding, cooperation, participation, and support of project objectives.
- Assist in the development, preparation, assembly, and distribution of informational materials.
- Perform research, compile data, and prepare technical and/or statistical reports.
- Prepare correspondence and other materials.
- Design, develop, and maintain specialized database(s); maintain complex recordkeeping systems.
- Maintain calendars; schedule and confirm appointments.