

TITLE: Program Assistant, Study Abroad and Language Lab

CLASSIFICATION: Classified

SALARY GRADE: C07

SCOPE OF POSITION:

Under general direction, coordinates the day-to-day operations of the study abroad program and language lab. Assists with student needs and inquiries related to the study abroad program or language lab. Maintains program files and documents to ensure proper enrollment and requirements.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assists, advises, and refers students to appropriate resources regarding study abroad requirements, financial risks, budgeting, passports and visas, and the financial aid process.
2. Processes study abroad forms and documentation. Determines eligibility and enrolls students in program. Provides students with visa letters, initiates the registration process, and ensures all program requirements are met.
3. Creates and updates forms and information for study abroad program and website.
4. Assists the scholarship committee in translating foreign language essays and in coordinating the scholarship selection process.
5. Facilitates study abroad informational meetings and student receptions.
6. Collaborates with SRJC's study abroad partnership company, other departments, and institutions in the consortium.
7. Maintains class lists of SRJC participants.
8. Coordinates daily laboratory schedule and services, supports staff and facilitates efficient laboratory operations.
9. Instructs students on appropriate materials and equipment, including computers and software.
10. Maintains inventory and ensures security of laboratory and equipment.
11. Troubleshoots and resolves laboratory-related problems and issues.
12. May serve as lead worker to student employees.

KNOWLEDGE OF:

1. Tasks associated with planning of programs, events, and projects.
2. Fundamentals, terminology, techniques, tools, equipment, and materials in area assigned.
3. Basic web accessibility tools and document remediation.
4. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Provide balanced support for the study abroad program and the operations of the language laboratory.
2. Maintain records, identify problems and recommend solutions.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree.

EXPERIENCE:

1+ year of related experience in an educational setting.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).