

**UCCS PRE-COLLEGIATE SUPPORT AND SUCCESS CENTER
ADMINISTRATIVE SUPPORT SPECIALIST JOB DESCRIPTION**

DESCRIPTION

The Pre-Collegiate Development Programs (PCDP) at UCCS provide middle and high school, first-generation students the resources throughout their middle and high school career through a pipeline of student success workshops. This position is an excellent opportunity for students seeking to gain experience and skills in any of the following areas: administrative, business, educational, event coordinating, community outreach field. Skills and experience acquired are transferable to most professional entry-level positions for those with career paths related to business, healthcare, education, hospitality, etc. This is a part-time job involving 8-12 hours per week. The position works between the hours of 8:00am – 5:00pm Monday through Friday. A few Saturdays and evening events are required, worked around the class schedule. A calendar previewing Saturdays and evening events is required. This position primarily supports administrative, logistical and office tasks. Administrative Support Specialist reports directly to the Program Director.

RESPONSIBILITIES

- Act as a representative of Pre-Collegiate to students, families, faculty, staff, and community.
- Answer phones, manage email correspondence, and assist walk-in students.
- Assist the Pre-Collegiate Support and Success Center events, programming, and Summer Academic Institute coordination.
- Serve as a direct point of contact for event day customer service.
- Attend all scheduled training and team meetings.

EXAMPLES OF WORK PERFORMED

- Responsible for entering and maintaining Pre-Collegiate Students' information into data management software
- Responsible for emailing and mailing correspondence from Pre-Collegiate team to students and families including Pre-Collegiate programming updates, annual calendar, event invitations, etc.
- Responsible for follow-up of Pre-Collegiate Students' attendance
- Responsible for making and answering calls to families and students
- Request, process, and file Pre-Collegiate Students' Educational Records
- Monitor PCDP email
- Assist with event coordination and preparations
- capture formal point-form summaries/meeting minutes of key discussion points
- Special projects may be assigned to this employee
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Must have excellent attention to detail and data entry skills to ensure accurate data entry
- Must be willing to maintain a friendly and productive work environment
- Ability to work in a team environment, but independently when necessary
- Build effective working relationships within and across departments and reporting lines

COMPENSATION PLAN: Student will be paid \$12.25 per hour. Raises will be dependent upon the Regent salary pool guidelines and department funding availability.

HOW TO APPLY: Please apply within SEAN (Student Employment Assistance Network) with a resume and an optional cover letter

COMMENTS: If you have any questions, please feel free to contact Anthony Trujillo at anthony.trujillo@uccs.edu. Priority will be given to those who apply before September 12, 2021.