

## **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. 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:**

Manages the admissions process for the Adult Education LPN program including assisting in the recruitment process, scheduling entrance tests and admission interviews, coordinating orientation with accepted students, collecting all required documents, maintaining student records and handling all required 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 distributions of financial aid payments;

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

Oversees the LPN program budget and the reporting of monthly 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;

Administers grant funds to support youth and adult programs;

Participates in the development and implementation of the county-wide Rockland Employment Network group annual conference and job fair to promote Rockland BOCES;

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

Assists with the Career and Technical Education secondary level students by providing them with materials and information, establishing employer contacts for youth employment and/or summer internships, monitoring youth summer internship program and disseminating job postings and announcements to interested youth;

Collects, analyzes and reports data of Career and Technical Education secondary programs;

Updates the Adult Education LPN web page and design and develop pamphlets to market the program.

### **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 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.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree and three (3) years of experience in an adult education or career and technical education setting which substantially involved administering grants for the programs and handling the financial aid process for the programs by assisting applicants in applying for financial aid or in understanding the financial aid process.

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

\*\* To be demonstrated during the probationary period.

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