

## POSITION DESCRIPTION

---

**JOB TITLE:** AEL OFFICE ASSISTANT – ADULT EDUCATION AND LITERACY

**DEPARTMENT:** STUDENT AFFAIRS/ADULT EDUCATION AND LITERACY      **DIVISION:** STUDENT AFFAIRS

**SALARY:** \$15.00 an hour

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** Juli DeNisco

**SCHEDULE DETAILS:** CLASSIFIED/PART-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM

**DATE OF LATEST REVIEW/REVISIONS:** June 11, 2025

### Position Summary

The AEL Clerical Assistant is a 12-month, part-time 16 hour a week position. The AEL Office is located on the Neosho Campus Newton Hall 300. Adult Education and Literacy Program has multiple class sites across nine counties. The AEL Office Assistant will support the AEL Administrative Assistant and the AEL Data Entry Clerk in the AEL Offices on the Neosho Campus. The schedule will be two days a week, 8 hours a day.

### Essential Job Duties

Provide clerical support as needed for the Adult Education and Literacy Department, including but not limited to the following:

- Filing student records and other documents
- Answer phones and providing AEL Program information
- Greeting guests in the AEL Office
- Printing, Copying, and Creating Binder Materials
- Shred documents
- Organize instructional materials and supplies
- Retrieve mail and packages
- Count contents of packages received to verify the entire order has been received
- Take shredded material and boxes to recycling
- Fill in for other AEL Office Staff as needed.
- Perform other related tasks as assigned by the AEL Director.
- Schedule daily social media posts provided by the AEL Leadership team

### Required Knowledge, Skills & Abilities

- Minimum of high school diploma or GED.
- Excellent clerical/computer, communication, and organizational skills.
- Ability to handle confidential materials and follow FERPA regulations.
- Ability to establish and maintain professional conduct and positive working relationships with students, employees and community contacts.

### Preferred Knowledge Skills & Abilities

- One year of full-time related work experience.
- Knowledge of general office procedures and filing.
- Ability to concentrate on assigned tasks and attention to detail.

**Information Technology Abilities**

- Operate Standard office computers and software; understanding of social media, included but not limited to computers, copiers, telephones, copier/scanner, and internal phone systems.

**Positions Supervised**

- None

**Working Environment**

- Generally, indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening work may be required occasionally.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- A neat appearance and appropriate business casual apparel are required.

**Physical**

- Involves mobility within the office, campus, and external locations.
- Other activities require lifting to 30 pounds, and moving materials from one place to another.
- Input, access, and distribute information using computers.
- While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Creative and Analytical Skills**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.

**Language/Communication Skills**

- Ability to communicate effectively with a variety of people, including staff, students, and the general public, in both written and oral mediums.
- Ability to write information.
- Ability to effectively present information and respond to questions.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH DISABILITY.