2016-2017 CEDO K-12 PROGRAM ASSISTANT

Job Description

The CEDO K-12 Program Assistant is responsible for assisting the Academic Program Officer for K-12 Programming in developing, coordinating and administering K-12 outreach initiatives.

Qualifications and Eligibility

1. Excellent organizational skills.
2. Excellent oral and written communication skills.
3. Strong skill set in effective use of various computer and other technologically based applications.
4. Superior ability to adapt to circumstances as they arise and still meet program goals.
5. Strong ability supporting and working with college and K12 students.

Duties and Responsibilities

1. K-12 Programming
   A. Assist in program development and implementation.
   B. Develop program literature for outreach events.
   C. Assist in management of K12 Programming files and documents.
   D. Assist in organization and management of K12 supplies.
   E. Track and compose routine office correspondences as needed.
   F. Assist in general office and program duties as they arise.
   G. Work with student records and maintain confidentiality

2. Program Management
   A. Support GEAR UP, DAPCEP, and SEA program development and implementation.
   B. Collaborate with program teams in development and implementation of outreach activities.
   C. Assist to compiling evaluations and final reports for major program initiatives.

Supervision Received

The CEDO Program Assistant is directly supervised by the Academic Program Officer for K12 Programming.

Compensation

Commensurate with experience.