



<b>Position:</b>	Assistant Coordinator Catskill Area School Study Council – Full-time, 10-month, school calendar with summer per diem days, non-unit, competitive civil service position.
<b>Location:</b>	The CASSC Office at SUNY Oneonta.
<b>Responsibilities &amp; Qualifications:</b>	<p>Responsibilities include, but are not limited to: Assisting the CASSC Executive Coordinator with all aspects of the program including but not limited to coordination of various workshops, programs and seminars; billing and budget reports and maintaining files and supplies. Some Saturdays may be required. Candidate must possess excellent computer, interpersonal and communication skills; and the ability to prioritize, multi-task, work independently and have excellent decision-making abilities. Candidate must meet minimum civil service qualifications.</p> <p><b><u>Civil Service Job Description</u></b></p> <p><b><u>Distinguishing Features of the Class</u></b></p> <p>This position is responsible for assisting the Catskill Area School Study Council (CASSC) Program Coordinator in all aspects of the CASSC programs. The incumbent may attend seminars on Saturdays as needed to help the Coordinator. The work also includes working with a variety of individuals and agencies to set up and organize program and events. The work may also include some clerical duties such as typing, filing and printing. Work is performed under the general supervision of the CASSC Program Coordinator. Does related work as required.</p> <p><b><u>Examples of Work (Illustrative Only)</u></b></p> <p>Assists in the coordination of the CASSC and its programs;  Production and distribution of all materials related to the program to member school districts and participating agencies;  Correspondence with and contracts for consultants/presenters and confirmation metatarsals for all programs;  Manage all registrations or submissions and communicate with member school districts, parents and consultants to address questions or concerns;  Arrange reservations with various college department contracts for use of facilities and equipment, and with catering office for food service;  Maintain relationships with vendors;  Secure supplies and other materials for programs and prepare purchase orders and process invoices for same;  Create billing summaries and reports, and monitor program budgets, including regular meeting with the ONC School Business Office or Treasurer;  Monitors the coordination budget and allocation budgets from SUNY Oneonta and maximize usage of same;  Maintain complete and accurate records and files containing copies of program materials and fliers, contacts and other data and correspondence;  Acts as liaison between Program Coordinators and the CASSC Program Coordinator, as well as between the CASSC, its member school districts and SUNY Oneonta;  Produce and distribute an annual report containing statistics and information about all CASSC programs;  Attends programs and seminars to lead registration and aid the Program Coordinator as necessary;  Arrange yearly events for multiple programs;  May select and supervise college students who work as classroom volunteers;  Generate and distribute certifications of completion;  Maintains adequate inventory of supplies and materials needed to complete office tasks and keep equipment operational;  Acts for and in the absence of the Program Coordinator.</p>

	<b>Minimum Qualifications</b> Graduation from high school or possession of a high school equivalency diploma AND: <ul style="list-style-type: none"> <li>(a) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with a Bachelor's Degree, or higher, in business or leadership or related field and one (1) year of administrative experience in program coordination or program administration; OR</li> <li>(b) Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees with an Associate's Degree in business or leadership or related field and two (2) years of administrative experience in program coordination or program administration; OR</li> <li>(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.</li> </ul>
<b>Starting Salary:</b>	\$21,000 - \$25,000 based upon education and experience.
<b>Starting Date:</b>	As soon as possible.
<b>Apply To:</b>	<a href="http://www.olasjobs.org/southern">www.olasjobs.org/southern</a>
<b>Additional Information:</b>	<p>Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.</p> <p>The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.</p> <p>The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.</p>