



### **Job Description**

**POSITION:** Continuing Education and Institutional Effectiveness Assistant  
**SUPERVISOR(S):** Manager of Continuing Education and Institutional Effectiveness-Danielle Manor  
**DEPARTMENT:** Continuing Education/IE  
**LOCATION:** AOMA Campus, Bldg C  
4701 West Gate Blvd Austin Texas 78745

**PURPOSE:** Assists in the completion of continuing education course materials, including website updates, calendar updates, and course information. The community class assistant will work with community class teachers to schedule class dates, location on campus, ensure quality class descriptions and assist with campaign efforts. As well as providing support for the Southwest Symposium.

#### **EDUCATION RELATED SKILLS:**

This position is ideal for a student who would like to have access to continuing education content, learn customer relation skills, webinar and business promotion skills, and create a professional network of educators in the field of acupuncture and oriental medicine.

#### **DUTIES:**

##### **Community Classes:**

- Creates, prints, and distributes flyers and maintains bulletin boards around campus and north clinic
- On special basis, attends first day of community classes to welcome teacher and take late registrations.

##### **Continuing Education:**

- Manage certificate prints and reprint requests.
- Post CE materials around campus
- Monitor and update CE marketing materials around campus to ensure accuracy and current offerings.
- Perform other duties as assigned.

##### **Southwest Symposium:**

- Assist with overall organization of the Southwest Symposium 2018
- Prepare and coordinate marketing calendar for SWS 2018
- Coordinate with speakers to secure 2018 contracts, presentation topic information
- Follow up with vendors & general public to address post event action items
- Other duties as assigned

#### **MINIMUM REQUIREMENTS**

- Be a current student at AOMA in good academic, financial standing and be eligible for the Federal Work Study program.
- Demonstrate professional demeanor
- Demonstrate work ethic (integrity, punctuality, confidentiality).
- Demonstrate computer proficiency, including Microsoft Office programs and Outlook
- Demonstrate good communication skills
- Ability to complete assignments that require attention to detail.
- Ability to effectively communicate and interact with persons of diverse backgrounds and abilities.
- Establish and maintain cooperative working relationships.

**RATE OF PAY:** \$12.00/hour

**BEGINNING AND END DATES:** This position is on-going and part-time.

**HOW TO APPLY**

Send cover letter and resume to [ce@aoma.edu](mailto:ce@aoma.edu)