



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

COSMETOLOGY PROGRAM ASSISTANT

A Classified Position

[Grade 27 – Salary Schedule 60](#)

A. General Statement

The Cosmetology Program Assistant includes paraprofessional work involving the coordination of support in the instructional operations of the Cosmetology Department. The employee must possess extensive technical or academic training and experience in the field. Under direction, the employee assists in the planning, coordination, and implementation of such services as administrative support for the Cosmetology program, receptionist/front desk functions, storekeeper functions, and client/student interaction with primary focus on supervision of the appropriate delivery of services to the client in the Cosmetology Lab. Public contact is extensive and includes students, staff, patrons, and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. The Cosmetology Program Assistant can lead the work of clerical and storekeeper staff, student assistants, and other staff as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchange information with students, staff, the general public, other educational institutions, OSHA, the Board of Barbering and Cosmetology, and community and business representatives regarding Cosmetology program eligibility requirements, policies, timelines, and other information
2. Provide technical and instructional assistance to students involved in cosmetology curriculum that includes customer service oriented classroom and laboratory settings designed to further their knowledge and skill
3. Explains and clarifies learning activities to students; advises students on improved study methods; and clarifies concepts, principles, techniques, and terminology
4. Orients students on the procedures and equipment available within the classroom or laboratory, including safety protocols
5. Evaluates student learning needs and prescribes supplemental learning materials that support course and instructor objectives
6. Monitors students' progress and discusses feedback with instructors

7. Contributes to student retention by referring students to campus and community support services and programs
8. Demonstrates cosmetology procedures and techniques, revises materials, and recommends changes in instructional activities that apply the most current knowledge of cosmetology trends and student needs
9. Prepares, operates, and maintains instructional equipment, including performing minor operational troubleshooting to restore equipment to safe working condition
10. Assists students with classroom and laboratory assignments that include patrons from the general public, exercises, and tests under the direction of an instructor
11. Reviews completed learning exercises and monitors student attendance requirements
12. Provide administrative support duties such as preparing instructional materials, maintaining statistical or financial records related to lab activities, determining the need for ordering supplies and equipment, monitoring expenditures within approved budgets, and training and leading the work of clerical staff or student assistants
13. Performs inventories, orders, receives, tests, stores and documents supplies and use of a variety of classroom and laboratory materials, maintains orderliness in the stockroom area, and leads the work of storekeepers
14. Participates/coordinates outreach activities that include travel to various off-site locations to confer with high schools, community service organizations, businesses and other entities, and to recruit students into the Cosmetology program and attract new clients to the Cosmetology services provided by students
15. Makes presentations to small and large groups as a program and college representative; participates in planning and implementation meetings with college and outside groups and representatives
16. Participates in planning program events which could involve other college departments and programs or outside business and community representatives
17. Enters, modifies and retrieves online data and uses a variety of software to compose, format and prepare correspondence, memoranda, publicity materials, surveys, brochures, flyers, bulletins, reports, presentations, and other materials;
18. Sets up and maintains confidential and other files
19. Organizes and maintains all supplies and equipment in compliance with OSHA and the State Board of Barbering and Cosmetology mandates and attends safety and hazardous material workshops
20. Implements guidelines and manuals for all operations that pertain to clients and students technician procedures, appointment scheduling, tracking student production, collection of fees, accounting procedures, establish accounts receivable reports
21. Monitors changes in state regulations and requirements related to the operation of an educational Cosmetology Program in a public institution, all licensing requirements, changes in the testing process for licensing, and all other regulatory related information
22. Keeps all other department members current on this information
23. Performs other related duties as assigned

C. Education and Experience

1. An Associate of Art Degree, preferably in Cosmetology
2. Certified and licensed to practice Cosmetology in the State of California
3. Successful experience of increasing responsibility in a Cosmetology related field of employment, preferably a salon
4. Experience in teaching, coaching or mentoring people in a learning environment
5. Extensive public contact experience with people of diverse cultures, language groups and abilities
6. Experience with program and event planning, implementation, and evaluation
7. Experience with training and leading the work of others
8. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, presentations, and other written materials
9. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
10. Demonstrated skill in written and oral communication, including public speaking
11. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
12. Demonstrated skill in working as part of a customer service team

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires individual, small and large group interaction; patience, tact and sensitivity; good memory and attention to details; multiple-tasking and prioritization; flexibility and adaptability; data analysis and comparison; oral and written communication; and team work in order to perform the essential functions.

E. Knowledge, Skills and Abilities

1. Knowledge of Cosmetology program operations, needs and related college services available to students and other potential participants
2. Knowledge of applicable and available community, business, governmental and educational resources
3. Skill in oral communication, including public speaking
4. Skill in written communication
5. Skill in short- and long-range program and event planning; program and event implementation, coordination and evaluation
6. Skill in interviewing, assessment and evaluation
7. Skill in sensitive, respectful and effective communication of people of diverse cultures, language groups and abilities
8. Skill in establishing and maintaining effective and efficient working relationships
9. Skill in research, compiling and formatting a variety of data for reports
10. Skill in using a variety of computer software to compose, format and prepare correspondence, memoranda, publicity and other printed materials
11. Ability to work effectively as part of a customer-service team

12. Skill in the use of the Microsoft Office Suite software to prepare reports, spreadsheets, correspondence and presentations

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