

## **Office of Instruction (Evening Duties)**

**Office:** LRC  
**Days:** Monday - Thursday  
**Time:** 5:00pm – 10:00pm (Secretary)  
6:00pm – 10:00pm (Dean)  
**Phone:** (619) 388-2463  
**Base line:** (619) 388-2485  
**Private Line:** (619) 388-5847

### **Main Duties of the Senior Clerical Assistant include:**

- Having knowledge of college policies and procedures
- Assisting the evening dean from 6:00pm – 8:00pm
- Answering Phones – lines x2463 and base line x2685
- Answering questions from students, instructors, and the public:
  - Classroom locations
  - Instructors office phone numbers or voicemail numbers
  - Meeting locations
  - Locations of Events on Campus
  - Directions to admissions, counseling, financial aid office, etc.
  - Times of office openings/closings
  - Where to direct complaints
  - Semester deadline dates
  - Start/End dates of semester(s)
  - Directions to Mesa
- Maintaining and updating the Office of Instruction Evening/Saturday Duty Information website
- Maintaining and Updating the Office of Instruction Information Binder ( for the dean on duty) located in the Lieutenants office