

TITLE: Administrative Assistant (Student Services)

QUALIFICATIONS: Certification of good health signed by a licensed physician; high school diploma or G.E.D. or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years of responsible secretarial experience involving the use of Microsoft Office, (MS Word, Excel, PowerPoint, Outlook), the Internet, some accounting, and desktop publishing; ability to perform secretarial and administrative duties, work independently with little direction, and establish and maintain effective working relationships with others.

REPORTS TO: Assistant Superintendent of Student Services

JOB GOAL: Perform a wide variety of specialized and responsible secretarial and administrative support duties for the Director. Organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

COMPENSATION: 260 Days / 7.5 Hours per Day on the Administrative Assistant Salary Schedule

PERFORMANCE RESPONSIBILITIES:

Coordinate communication between the administrator and District personnel, students, educational institutions, vendors, other outside organizations and the public; obtain and provide information, coordinate activities and resolve problems.

Research, review, check, correct and compile a variety of information; verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required.

Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.

Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions.

Respond to requests for information from students, staff and the general public regarding district programs, policies, procedures and regulations.

Prepare a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents.

Use a computer to maintain records and generate reports, lists and other materials, utilize word processing and other software as required.

Perform a variety of general support duties, including sorting and routing mail; receiving and referring telephone calls; operating computer, copier, electronic typewriter and other equipment as required; and make travel arrangements and plans]

REQUIRED SKILLS:

Ability to organize and prioritize projects and tasks

Computer skills - Microsoft Word (proficient), Excel (preferred), and Publisher or other desktop publishing program (preferred)

General accounting skills

Experience using Email and Internet

TERMS OF EMPLOYMENT:

Term contract with specified beginning and ending dates as indicated in the letter of employment. Hours are as designated by the Superintendent.

EVALUATION:

Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor's evaluation according to the procedures developed for all district personnel.