



Northern Kentucky Cooperative for Educational Services

Job Description

POSITION TITLE: Administrative Assistant

RESPONSIBLE TO: KY Youth Apprenticeship Coordinator

QUALIFICATIONS:

- Three (3) years of administrative support/secretarial experience preferred
- Work experience in coordinating events
- Strong interpersonal and communication skills (written and spoken)
- Self-starter, problem solver, and independent worker
- Ability to work as an effective team member
- Ability to monitor a variety of on-going projects/events
- Attention to detail and well organized
- Intermediate to advanced technological/computer skills (ability to learn other software programs)

SPECIFIC DUTIES:

- Serve as administrative assistant to the KY Youth Apprenticeship Coordinator to function as the liaison for district support for the sub-grants
- Plan, organize, and coordinate activities to relieve the administrator of routine clerical duties
- Utilize strong communication, problem-solving and organizational skills to enhance NKCES culture and serve the region
- Establish, modify, and maintain project filing systems and documentation (organization)
- Serve as the point of contact for internal projects and communications
- Attend a variety of meetings- prepare and send out notices of meetings and training events
- Interact with a variety of social media outlets on behalf of the NKCES
- Collect and compile information for meetings, projects, and workshops; prepare and distribute meeting minutes
- Monitor reports timely (sign in sheets, Connect, Grow, Serve logs)
- Prepare draft letters, reports, bulletins, meetings, and memoranda as required
- Operate a variety of office equipment such as a computer, I Pad, FAX machine, copier, projectors, scanner and calculator. Working knowledge of Microsoft Office, Google, Excel, Power Point and Publisher
- Help organize and monitor spending of student support grants and complete internal procedures (POs, contracts, etc.)
- Travel to events for set-up, greeting, monitoring and break-down
- Perform related duties as assigned
- Work as a team member with NKCES staff with the purpose of serving the region

TERM OF EMPLOYMENT: Full time employment, 190 days

SALARY: Salary based on experience in accordance with NKCES salary schedule.

EVALUATION: Annual evaluation in accordance with performance of job description and NKCES policies and procedures.

I am able to perform the essential functions of this job.

Signature: _____ Date: _____