JOB DESCRIPTION

JOB TITLE: Administrative Assistant – Adult Education

DATE: 2021-2022

FLSA STATUS: Non-Exempt

REPORTS TO: Director of Adult Education

DEPARTMENT: CTE

JOB SUMMARY: This position assures the compliant, efficient operation of the adult education program office and program sites. Also, assures the maintenance of highest instructional qualify for program courses and trainings. Duties require a high level of initiative, independent judgement, and respect for confidentiality. Administrative assistants must know and be able to communicate department policy.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

❖ Oversees office operations and other such administrative tasks as assigned by the Adult Education Director
❖ Maintains accurate financial records for the Adult Services / Continuing Education Department including but not limited to; invoicing students and employers for classes, receiving and correctly coding Adult Services Department bills, maintaining accurate records for grants.
❖ Updates and maintains course charges for on-line Ed2Go database
❖ Maintains accurate student records in an electronic database.
❖ Determines in consultation with Adult Education Director/designee course equipment, material and space needs.
❖ Assists Adult Education Director in drafting semester course schedule and special offerings.
❖ Prepares such reports as required for compliance and as assigned by Adult Education Director
❖ Assists in monitoring courses and reports findings to Adult Education Director as assigned.
❖ Oversees student registration and assists students with problem solving including communication with tuition providers and or other agency personnel.
❖ Maintains consistent, on-site, daily presence in office, classroom or satellite sites as needed and directed by Adult Education Director.
❖ Oversees and maintains records of, student, employer, and instructor satisfaction surveys.
❖ Assures currency, security of all student records and responds to records related requests.
❖ Prepares class materials as needed including students’ handouts and materials, teacher packets, etc.
❖ Manages facility requests and scheduling; ensuring no conflict in space and compatible facilities for subject being taught
❖ Monitors enrollments and enrollment trends and reports problem or concerns to Adult School director
❖ Assures correct and timely input of all required student, contract performance and financial data and prepares draft reports for Adult Education Director.
❖ Acts to correct and reports all equipment and operational problems and forwards supply, equipment, and related purchase requests to Adult Education Director.
❖ As directed by Adult Education Director assures, in a timely manner the collection, receipting and transfer of all monies collected by the program.
❖ Other such duties as assigned by the Adult Education Director

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED SKILLS AND ABILITIES:

• Strong communication and organizational skills
• Ability to prioritize workload and receive direction from multiple Department Heads
• The ability to work independently and perform multiple tasks simultaneously
• Proficiency with Google Drive, Microsoft Suite of products, and proprietary databases

**EDUCATION/EXPERIENCE:**

High School diploma required. Associate degree preferred; BA/BS desirable

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 40 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

**WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a school/classroom or office environment. The noise level in the work environment is usually moderate.

**BACKGROUND CHECK AND FINGERPRINTING:**

The Academy conducts criminal record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

____________________________________________________________________  ___________________________________________________________________
Employee Signature  Date