

Work 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. The noise level in the work environment is usually moderate.

REPORTS TO Principal

GENERAL RESPONSIBILITIES

1. Maintains administrative records and performs clerical support.

SPECIFIC RESPONSIBILITIES

1. Receives and makes calls regarding class announcements, applications and flyers; takes messages for instructors.
2. Types resource materials, invoices, letters and memos.
3. Assembles materials and equipment for instructors.
4. Processes and receipts all department applications, maintains and updates mailing list.
5. Provides clerical services to all departments.
6. Prepares production request for instructor's approval.
7. Completes class withdrawal forms; types and mails certificates.
8. Prepares and mails flyers for classes and application from phone requests.
9. Files applications, training documentation and registrations.
10. Duplicates/copies materials, sends and receives fax correspondence.
11. Fills in on switchboard.
12. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
13. Accesses, inputs and retrieves information and data from a computer.
14. Performs other duties as assigned.