**Mountain Lake PBS**  
**Plattsburgh, NY**  
**POSITION DESCRIPTION**

**JOB TITLE:** Office Assistant  
**DEPARTMENT:** General & Administration  
**REPORTS TO:** President & CEO  
**STATUS:** Non-Exempt, Part-Time (25 hours/week)

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**Summary of Job:**

The Office Assistant is a part-time position that will assist the President & CEO in assigned administrative and clerical functions and as needed, provide backup assistance to the station’s business operations team.

**KEY DUTIES AND RESPONSIBILITIES**

- Serve as liaison for the President & CEO and members of the Board of Trustees and Community Advisory Board. Assist President and CEO in preparation of Board and committee meetings, post open meeting notifications online, record minutes and maintain all board records.
- Facilitate communications, scheduling, and meeting arrangements for the President & CEO.
- Assist in the maintenance of public files and public reporting requirements, including uploading mandated quarterly and annual reports to FCC site and MLPBS website. Maintain CEO’s working files.
- Assist hiring managers with new hire orientation, including collecting forms and distributing to human resources, payroll, business operations, and personnel files.
- Forward salary and wage changes, personal information changes, withholding tax changes, retirement contribution changes, and deduction changes to NETA HR and Payroll in a timely manner.
- Assists in the coordination of benefit enrollments for health, dental, life, AD&D, and FSA, and assists with Retirement plan administration.
- Manage DVD sales. Manage inventory and duplicate DVDs as needed. Ship orders to customers.
- Maintain office supplies for station and purchase supplies as needed.
- Maintain list of building alarm codes and keys.
- Maintain staff contact list and update annually.
- Serve as station representative at job and career fairs as assigned.
- Will serve as backup to the Business Office Assistant during vacations and other absences. These duties may include:
  - Receiving and processing cash and check receipts and making bank deposits.
  - Scanning and transmitting copies of invoices, contracts, and other financial documents to business operations center.
- Participate in station events and perform other duties as assigned.

**QUALIFICATIONS AND ABILITIES**

- High School Diploma. Associates Degree or equivalent preferred.
• One year of experience as clerical worker or office assistant.
• Computer proficiency, including knowledge of Microsoft Office
• Strong organizational and time management skills.
• Ability to work independently and collaboratively to accomplish responsibilities and goals.

Required certification\registrations or licensure
• Valid New York State driver’s license.

Physical requirements
• Ability to lift and carry items up to 40 lbs.
• Adequate hearing and vision.
• Ability to sit for long periods of time at a computer

Mountain Lake PBS is an equal opportunity employer.

To apply please send cover letter and resume to:

Human Resources
Mountain Lake PBS
One Sesame Street
Plattsburgh, NY 12901
- or –
HR@mlpbs.org