

Drew Central School District – Administrative Office Assistant (Administration Office)

Job Title: Administrative Assistant

Location: Administration Office

Reports To: Superintendent and Chief Financial Officer

Summary

The Administrative Assistant is responsible for providing clerical, administrative, and project support to the Superintendent and Chief Financial Officer. He/she maintains a current knowledge of appropriate policies, processes and procedures in an effort to assure efficiency and integrity of the Administration Office. Serves as primary point of operational and administrative contact for internal and external constituencies related to student affairs and admissions, often on complex and confidential issues. Oversees and/or participates in the coordination, control, and completion of special projects and events. May serve on a variety of committees in a support capacity.

Responsibilities

1. Understands and adheres to the Values, Mission and Vision of Drew Central School District.
2. Provides administrative support for the Superintendent and Chief Financial Officer.
3. Provides support for associated activities, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
4. Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of issues.
5. Utilizes knowledge and understanding of underlying operational issues to assist in administrative problem solving.
6. Organizes and facilitates meetings, conferences, and special events as requested; schedules and coordinates dates and times, venues, attendance, agendas, and facilities; takes minutes, and provides administrative support and follow-up on matters arising from meetings.
7. Establishes and maintains organized and efficient files and records for the; gathers, enters, and/or updates data to maintain records, files and databases, as appropriate. Responsible for the administration, security, confidentiality, and retention of office files.
8. Creates, composes, and edits technical and/or administrative correspondence and documentation; prepares a variety of technical, statistical, financial and narrative reports, letters, memos, and other written correspondence and materials.
9. Screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
10. Assists in the coordination, control, and completion of special projects as requested.
11. Assists with preparation of presentations delivered by the Superintendent.
12. Attends and takes notes at various administrative and operational meetings with the Superintendent as requested.
13. Serves as an integral component in staff, faculty and student activities as directed by the Superintendent.
14. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
15. Performs other job-related duties as assigned.

Skills

1. Pleasant, courteous and professional customer service skills.
2. Typing Skills
3. Working knowledge and experience using Microsoft Office software. Specifically is proficient in the use of Outlook, Word, Excel and PowerPoint.
4. Demonstrates excellent written and oral communication skills.
5. Demonstrates excellent organizational skills with ability to manage multiple tasks simultaneously.
6. Demonstrates ability to work independently as well as in a collaborative fashion.
7. Timely in the completion of tasks.

8. Maintains the highest level of confidentiality and professionalism at all times.

Work Conditions

1. Work is primarily indoors, but requires the employee to be in the outdoor environment when traveling between campus buildings or off campus.
2. Performing duties and attending events during the evening and on the weekend occurs occasionally and is required.
3. Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.

Required Physical Abilities

1. Ability to bend, stoop, reach, stand, and/or move from one area of the building to another on a regular basis, sit and use a computer for a long period of time,
2. Manual and physical dexterity needed to operate a computer keyboard and handle paper documents,
3. Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper,
4. Adequate hearing and verbal abilities to communicate effectively in person and by telephone,
5. Ability to lift and carry a stack of forms and documents weighing up to 20 pounds.
6. Any additional area-specific requirements.

Other Hiring Criteria

Required

1. High School Diploma or equivalent.
2. Three years of experience as an administrative support specialist or equivalent.

Preferred

1. College Degree.
2. Three years of administrative support experience in an academic setting or equivalent.

Job Application

www.drewcentral.org

>District Info

>[Job Opportunities](#)

Send completed application, copies of transcript(s), and resume' to the address below or e-mail to Superintendent's Office

Kimbraly Barnes
250 University Drive
Monticello, AR 71655
kimbraly.barnes@drewcentral.org

Salary

District Salary Schedule

Contact Information for Questions Regarding the Position

Kimbraly Barnes
250 University Drive
Monticello, AR 71655
Phone: 870-367-6359
kimbraly.barnes@drewcentral.org

Equal Opportunity Employer

Drew Central Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination, and harassment or who participate in an equal opportunity investigation.

Posted 1/30/2019 until filled