

POTTERVILLE ADULT EDUCATION CLERICAL ASSISTANT

Principle Duties and Responsibilities:

- Answer telephones and provide callers with accurate information.
- Learn grant regulations related to job duties.
- Assist in clerical duties such as making copies, sending/receiving faxes, filing and collating. (per administrative assistant)
- Type documents as required at acceptable levels of speed and accuracy.
- Maintain necessary files, sort, file and retrieve documents and records as needed.
- Maintain participant confidentiality in conformance with agency confidentiality policy, state laws and regulations.
- Monitor and maintain a complete inventory of office supplies.
- Assist instructors and staff as needed.
- Maintain social media/internet presence as assigned.
- Other duties as assigned.

Qualifications:

- Education: Possession of a high school diploma or equivalent.
- Experience:
 - Strong working knowledge of Windows operating system and proficiency in required software programs, including Word and Excell.
 - Must be familiar with Google Mail, calendar and search options.
 - Excellent data entry skills
 - Knowledge of use of social media.
- Other skills, Knowledge and Abilities:
 - Must possess strong organizational skills ~~ including the ability to organize, efficiently document and routinely update information.
 - Excellent verbal and written communication skills as well as be interpersonal
 - Ability to work independently as well as accept direction on given projects, tasks and/or assignments.
 - Ability to establish and maintain a positive and professional relationship with co-workers, program participants and visitors.
 - Ability to relate well and effectively within a diverse work place environment and with a diverse participant population and maintain cultural sensitivity.
 - Operate and be able to trouble shoot general office equipment such as: copiers, facsimile machines, computers and calculators.

- Be able to courteously respond to immediate needs of visitors and instructors; have the ability to establish and set priorities while maintaining productivity while begin cognizant of multiple disruptions.
- Special Considerations:
 - Grant- funded Position/Limited Term.
 - Must maintain student and program confidentially at all times.
 - There may be circumstances where there will be a need to defuse volatile situations involving students who are in various stressful life situations.
 - Must be flexible and willing to multi-task in a busy/dynamic work environment
 - May be required to occasionally drive up to 30 miles to alternate locations (reimbursable).
 - Possibility that this position could be for a limited time frame.
- Wages and hours:.
 - Hours will vary between 15 and 30 a week at \$12 per hour.

I have read the following and understand the expectations and requirements of this position.

Printed Name: _____

Signature: _____ Date: _____

PAE Director: _____ Date: _____