

**Job Description:** After School Administrative Assistant

**Status:** Part – Time, Hourly

**Reports To:** Director of Student Development

**Revision Date:** April 6, 2017

## **SUMMARY**

Provide administrative support to the Director, Student Development and Summer Program. Duties include general clerical, receptionist and project based work.

## **PRIMARY RESPONSIBILITIES**

- Answer telephones.
- Meet and greet visitors.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties
- File and retrieve documents, records, and reports
- Coordinate and maintain records for students.
- Compile notebooks for deposits and payments.
- Receiving and receipting payments
- Post after school and summer camp payments in Headmaster.
- Create documents informing parents of after school and summer camp account status.
- Inform director of delinquent afterschool and summer camp accounts.
- Advises director of any issues to ensure orderly and efficient administrative operations.
- Other duties as assigned.

## **KNOWLEDGE AND SKILL REQUIREMENTS**

- Knowledge of Microsoft Office and telephone protocol.
- Analyzing Information
- Duties require professional verbal and written communication skills.

## **WORK EXPERIENCE**

Prior administrative work experience, preferred

## **EDUCATION**

High School Diploma or GED required; Associate Degree, preferred.