



JOB DESCRIPTION

JOB TITLE: Administrative Assistant-FOCUS Program

REPORTS TO: FOCUS Program Coordinator

CLASSIFICATION: Clerical III/Grant funded

STATUS: Full time, non-exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: The Administrative Assistant position provides administrative support for the FOCUS Program. The main duties include compiling reports, creating and maintaining records, on-line accounting for various technical reports, giving and receiving information from callers, and relieving Coordinator of clerical work.

DUTIES AND RESPONSIBILITIES:

- Responsible for all secretarial duties
- Responsible for completing tracking reports and on-line accounting reports
- Responsible for year-end and quarterly reports
- Provides intake for new clients
- Maintains client information (time sheets, TW-2, TW-3, files, etc.)
- Coordinates efforts with case managers in locating clients and follow-up
- Coordinates speakers, reserves classroom space and transportation for clients
- Designs and distributes promotional literature for the program
- Manages the reporting files for travel and expenditures
- Assists with new student orientation

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have expert computer skills (Microsoft Word and Excel)
- Good organizational and record-keeping skills
- Must work well with FOCUS clients, staff, and public and have a courteous pleasant demeanor that fosters a comfortable, helpful environment
- Good communication skills (verbal/telephone/written) while using correct grammar
- Skilled at multi-tasking
- Must be a “team player” and able to work effectively with a diverse population

- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Associate degree preferred
- At least 3 years' experience with Microsoft applications

SPECIAL REQUIREMENTS:

- Must be able to bend, stoop, and lift up to 25 pounds

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____