

ADMINISTRATIVE ASSISTANT JOB DESCRIPTION



POSITION TITLE: Administrative Assistant

TYPE: Non-Exempt **GRADE:** _____ **SALARY RANGE:** _____

IMMEDIATE SUPERVISOR: Director, Dominican Learning Center

WORK LOCATION: 1111 E. Stewart Ave., Columbus, OH 43206

SECTION I

POSITION SUMMARY: Manages and maintains the record keeping of all students and volunteers; creates reports from the record database; prepares PowerPoint presentations; updates DLC website, performs receptionist duties as necessary, assists the director with writing newsletters, reports, and with the administration of the learning center; and aids the staff as necessary.

ESSENTIAL FUNCTIONS:	Rank	% of Time
✓ Managing and inputting data in the student and tutor database including: <ul style="list-style-type: none">➤ Key information – name, phone, address➤ Demographics➤ Tutor/Student assignments and changes➤ Instruction hours completed by each student➤ Travel, preparation and instruction hours donated by tutors	1	35%
✓ Maintaining and preparing weekly tutor/student schedule	2	5%
✓ Preparing weekly and monthly lists from student and tutor database of active, on hold, and waiting students and tutors for use in tutor/student assignments, contacting tutor/students by phone or maintaining up-to-date files	3	3%
✓ Answering the phone and door <ul style="list-style-type: none">➤ Scheduling prospective students for assessment➤ Explaining the location of the DLC to prospective students who often speak very little English	4	12%
✓ Writing, designing, assisting with or updating forms, flyers, letters, website, presentations, newsletters, calendars, brochures, handbooks and manuals	5	25%
✓ Correcting equipment problems with computers, printers, copiers, phones, etc.	6	3%
✓ Printing student and tutor photos for bulletin board use	7	2%
✓ Training and assisting director, staff, tutors, and students on computer use	8	1%
✓ Writing or assisting director and development director with grant applications	9	2%
✓ Preparing monthly student/tutor statistic reports	10	1%

✓ Preparing and submitting the ProLiteracy America Annual Affiliate Report	11	5%
➤ Tracking students who were active during the literacy year in order to follow up with tutors on student attendance and goals achieved		
➤ Acquiring and inputting student attendance reports and goal data from all tutors required for the ProLiteracy America Annual Affiliate Report		
✓ Installing software and updating all computers as well as writing materials for their use	12	2%
✓ Creating spreadsheets and tracking attendance, expenses and grants in Excel spreadsheets	13	1%
✓ Arranging catering or assisting with tutor appreciation luncheons and other celebrations	14	1%
✓ Suggesting methods, forms, helps to improve the success of students	15	2%

SECTION II

Job Qualifications and Experience:

- 5+ years secretarial experience
- Training experience helpful
- Writing experience helpful

Education:

- High School Diploma
- Secretarial, Associates or Bachelors Degree helpful

Special Skills/Other:

- Advanced knowledge of Microsoft Word, PowerPoint, and Excel
- Excellent understanding of Microsoft Windows operating systems to organize and create files
- Experience with database programs helpful
- Fluent in the use of the Internet and e-mail programs
- Excellent interpersonal skills
- Experience working in a team environment
- Excellent ability to multi-task
- Experienced in the use of Adobe Photoshop and Adobe Premiere Elements helpful
- Familiarity with the web development programs
- General understanding of computer set-up; experience with networking, as well as software installation