

Administrative Assistant

Assists administration in all aspects of running MACS, including but not limited to reception, mailings, data entry, record keeping, and public relations/communications. This position to become full-time as enrollment increases.

Candidates for this position will have:

- An Associate's Degree from an accredited college or university given preference
- Minimum of 3-5 years' work experience in a business or an education office setting as a clerk, office manager or administrative assistant preferred
- Good writing, word processing, data entry, record keeping skills, and understanding of office procedures
- Good interpersonal skills working with adults and children
- Such other qualifications as the Board may find appropriate
- Successful results of criminal and employment background check.
- Comfortable working in learning environment as part of a team.
- Bilingual ability would be plus
- Demonstrated proficiency with Microsoft Office (Word, Excel, and PowerPoint), Student Information System (SIS) and email communications.
- Commitment to MACS values.
- Leads by example in adherence and knowledge of MACS Vision, Mission and Values demonstrated by his/her commitment to act in an ethical manner using behaviors that promote a team concept.
- Follows through on duties and projects assigned.
- Participates in and successfully completes training programs offered to increase skill and proficiency related to assignments.
- Reviews current developments, literature and technical sources of information related to job responsibility.
- Follows school policies, and federal and state laws.
- Ensures adherence to good safety procedures.
- Takes and transcribes dictation of various types, including reports, correspondence, observation and evaluation reports, letters, memos, newsletters, and other documents.
- Maintains the schedule of appointments for the School Director and makes arrangements for meetings, conferences, interviews and other activities.
- Prepares evaluations, memos, newsletters, presentations and other documents at direction of the School Director
- Performs office routines and practices such as sorting mail, operating the copy machine, serving as telephone receptionist and others.
- Maintains an appropriate filing system and readily retrieves documents through the use of this system.
- Manages records and correspondence, improves systems when necessary; responds to requests for information.
- Acts as an information resource for other office personnel in the building; communicates assigned duties to other office personnel as required.
- Has the ability to organize and prioritize multiple assignments.
- Is extremely organized, process driven, and detail oriented.

***MAY PERFORM OTHER DUTIES AS ASSIGNED**

SKILLS AND KNOWLEDGE

- Demonstrates enthusiasm and commitment toward the job and the mission of the company; supports the company's values in the strategic areas of academic excellence, operational performance, superior culture, and financial health and growth, as outlined in the Employee Handbook.
 - Has the ability to consistently be at work, to arrive on time, to follow instructions, to respond to management direction and solicit feedback to improve performance.
 - Establishes excellent interpersonal skills between all constituents is courteous, professional, and helpful; demonstrates high level of interpersonal skills to handle sensitive and confidential situations; requires demonstrated poise, tact and diplomacy.
 - Maintains the confidentiality of school business.
 - Possesses excellent communication skills Oral (including presentations), Written, Interpersonal (active listening), Negotiating and Influencing.
 - Possesses great phone etiquette.
 - Is proactive and takes initiative. Thinks creatively. Drives projects to completion. Insists on highest level of quality.
 - Works with and interacts with staff and relates to individuals at all levels of the organization., Is sensitive to corporate needs, employee goodwill, and the public image, as unique situations present themselves.
 - Possesses strong customer orientation.
 - Works with large amounts of data, researches and interprets records, detects errors, and makes the necessary corrections.
 - Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
 - Strives to implement best practices.
- Candidate agrees to submit to a Criminal Background Records and Fingerprinting Check and a physical.
- **PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Sitting for long periods of time
 - Vision abilities required by this job include close vision, depth perception and ability to adjust focus.
 - **WORK ENVIRONMENT** While performing the duties of this job, the employee is occasionally exposed to office equipment. The noise level in the work environment is usually quiet to moderate.

* **DISCLAIMER** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.