Job Title: Administrative Assistant I

JOB SUMMARY
The Administrative Assistant I provides secretarial and clerical support to the unit and serves as a liaison between the program/administrative/technical operation and clients.

MAJOR DUTIES
- Provides secretarial and clerical support to the unit;
- Serves as liaison between the program/administrative/technical operation and clients; determines the nature of client’s business and provides appropriate information and assistance. Refers to appropriate personnel when necessary;
- Proofreads and edits documents for content, context, accuracy and consistency;
- Copies, distributes an files appropriate letters, memoranda, reports and other materials;
- Prepares paperwork, sign-in sheets, copies and classroom materials for instructors. Maintains classroom supplies and distributes books;
- Utilizes a variety of software to produce documents, spreadsheets, visual aids and promotional materials;
- Manage attendance reports and records;
- Manages databases and reports for instructional enhancements;
- Maintains filing and record-keeping systems;
- Conducts research using a variety of resources to generate reports, solve departmental issues, find new technology solutions;
- Maintains office supply inventory.

COMPETENCIES
- Skill in the operation of computers and job related software programs
- Oral and written communication skills
- Organization and time management skills
- Skill in interpersonal relations and in dealing with the public
- Knowledge of expenditure trends, program purposes and results
- Knowledge of Audiovisual Equipment

MINIMUM QUALIFICATIONS
High school graduate or equivalent *and* Six (6) months of related work experience
Preferred qualifications may vary from location to location.