

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Community Education Administrative Assistant	Community Education	Community Education Director
JOB SUMMARY: Responsible for managing registration and related data, providing clerical support to the director and program coordinators to ensure the efficient functioning of the community education program.		
QUALIFICATIONS: High school diploma or equivalent (GED) and business college or previous equivalent secretarial experience (3-5 years) preferred. Must be proficient in word processing and be familiar with computer software (i.e. budget, accounting, and spreadsheet). Must possess strong organizational skills, written and verbal communication skills, and have ability to work with diverse groups of people.		
TASK NO.	DESCRIPTION WORK YEAR: 260 days	FREQUENCY

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| 1 | Maintain student enrollment and registration data, including withdrawals, and accurately enter data in TIES. | 10% |
| 2 | Provide clerical support for the director and coordinators. Register customers for classes including UCARE discounts and reduced rates. Update the Community Education website and Facebook page. Prepare brochure for printing. | 25% |
| 3 | Coordinate the Driver Education program; assist with scheduling for the gymnastics program, and book trips, transportation and registration for the Trips and Tours program. | 15% |
| 4 | Responsible for bank and credit card deposits, department on-line purchasing entries, tracking budgets for the director, matching invoices and purchase orders and ensuring that materials have been received and invoiced. | 20% |
| 5 | Responsible for receiving visitors, answering questions and assisting visitors by maintaining knowledge of Community Education activities. Email or call parents/participants regarding their upcoming classes. | 20% |

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TASK NO.	DESCRIPTION	FREQUENCY
6	Coordinate the purchase of office supplies, including computer and copy machine supplies, office supply inventory and equipment repair requests.	8%
7	Attend meetings, workshops and training sessions as directed by supervisor.	1%
8	Perform other related duties as assigned.	1%

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE