

**Job Title:** Administrative Assistant for Learning Systems

**Supervisor:** Administrator for Learning Systems

**Employment Terms:** 12 Months

**Salary Range:** \$19.81 - \$27.45; Hourly

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Assist Partner Program Managers with application and enrollment of Partner Program students and various administrative duties
- Develop a strong understanding of West-MEC Partner Programs and Career & Technical Education (CTE)
- Assist in management of student attendance and documentation in the FOCUS System
- Establish and maintain good rapport with employees, community college partners, high school counselors, and families
- Facilitate use of student information systems, including attendance, discipline, and grades
- Maintain Partner Program school calendars
- Proctor state technical assessments and create and maintain assessment data for district review
- Partner with the business office for department-related purchases, invoices, tuition and registration fees
- Schedule Partner Program collaboration, events, and meetings
- Facilitate use of student assessment systems, including scheduling and creating reports
- Maintain a high level of ethical behavior, confidentiality, and professional conduct
- Assist with the organizational management of the department Google Shared Drive
- Assist in maintaining up-to-date documents on the website
- Other job-related duties as assigned

**Knowledge and Skills:**

- Experience/ knowledge of office management preferred
- Strong communication and customer service skills
- Proven success in a collaborative, team-oriented environment
- Skill in establishing and maintaining effective working relations with post-secondary partners, business and industry, parents and students, and colleagues
- Knowledge of the principles of business, English, grammar, spelling, and preparation of correspondence

- Proficiency in GSuite, Microsoft Office, Excel, and other software applications
- Working knowledge and utilization of a student information system (FOCUS system preferred)
- Skill in creating, preparing, and managing various documents and reports for distribution
- Strong analytical, detail-oriented approach with the ability to accurately collect, organize, and disseminate systemic information
- Inclination to strategically plan and problem-solve
- Knowledge of applicable Federal, State, county, and city statutes, rules, regulations, ordinances, and district policies and procedures

**Qualifications:**

- High School Diploma or GED
- Minimum of two years of experience in a secretarial/ administrative support position – experience in a school district or post-secondary institution environment preferred

**Other Requirements:**

- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks
- Occasional work outside normal working hours
- Must be able to sit at a computer desk for extended amounts of time (2 consecutive hrs.), lift up to 50 lbs, and climb stairs

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** ASAP

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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