

Birmingham Community Charter High School College & Career Center Assistant

Title: College & Career Center Assistant
FLSA Status: Non-Exempt
Reports to: Site Administrator
Supervises: N/A

DEFINITION:

Under the direction of an assigned Site Administrator and the day-to-day coordination with the College Counselor, performs a variety of diversified clerical duties in support of the College and Career Center and the College Counselor and assists students in their efforts (testing, preparing and submitting college applications) to transition from high school to college; answer phones, greet and assist students, staff, parents and visitors such as college representatives.

ESSENTIAL FUNCTIONS:

- Assist students with various steps of the college application process such as the applications for college entrance exams, requests for SAT/ACT fee waivers, generating transcripts, and obtaining financial aid application forms
- Serve as a liaison with college representatives from various community colleges and universities
- Issue summons for students to come to the office to meet with college representatives
- Issue unofficial transcripts as requested by students in connection with applications for college admissions
- Prepare and issue State Work Permits to individual student using State authorized software
- Maintain records of student work permits and work permit applications
- Assist visitors to the office and maintain positive public relations with others
- Respond to inquiries and provide a variety of information to staff, students, parents and the public in a tactful and courteous manner
- Answer phones and professionally greets callers, takes and distributes phone messages timely and accurately
- Communicate with other departments, staff and outside organizations to exchange information and resolve issues or concerns related to assigned activities; prepare and coordinate schedules and calendars as directed
- Create maintain and update the Blue & Gold Center webpage and maintain BCCHS's Naviance webpage
- Maintain confidentiality of student records
- Assist in the collection of data required for the preparation of reports such as tracking student post high-school plans
- Prepare letters, forms, memoranda, bulletins, reports, flyers or other materials and routine correspondence from detailed or rough copy or general directions; proofread completed typing assignments; copy materials
- Input a wide variety of information into assigned computerized database and generate a variety of reports and lists; request or provide information and records as necessary to assure completeness and accuracy
- Receive, sort and distribute mail; coordinates mailings and copying; prepare and distribute informational packets and bulk mailings as directed
- Monitor inventory levels of office supplies and materials; order, receive and maintain inventory of office supplies and materials
- Attend assigned meetings and conferences and prepare related agendas; take minutes and prepare related paperwork as directed
- Participate in a variety of special projects as assigned
- Assist in providing support for Senior Awards Night, Decision Day, College and Career Fair/Expo (Fall & Spring)
- May provide translation verbally and written in a second language as needed when qualified

- Special duties per the office function
- Perform related duties as assigned
- Ensure accurate accounting and reporting of student attendance for College Peer Counselors and various workshops
- Act as a liaison between the Blue & Gold Center and various vendors
- Create, manage and maintain all displays
- Oversee the Blue & Gold Center master calendar
- Purchasing and placing orders on behalf of the Blue & Gold Center
 - Request quotes from vendors
 - Obtain W9s and accounts receivable contact information from vendors
 - Create purchase orders and modify when needed
 - Obtain invoices from vendors
 - Ensuring items and/or services from orders have been received

KNOWLEDGE OF:

- College application experience and processes, financial aid forms, and application of Dream Act relating to college applications
- Modern office practices, procedures and equipment
- Oral and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Basic arithmetic
- Operation of computer and various office machines
- Microsoft Office, Word, Excel, Outlook and other specialized programs such as Aeries and Naviance
- Web browsing techniques
- Telephone techniques and etiquette
- Record keeping and report preparation
- Interpersonal skills using tact, patience and courtesy

ABILITY TO:

- Multi-task
- Perform clerical tasks such as filing, typing, copying and maintaining routine records
- Relate well to adults and children by working effectively with employees, students, and the public
- Provide students and parents information about college application processes and share what to expect about the college experience
- Work independently and without frequent oversight and instruction
- Understand, interpret, and apply pertinent rules, guidelines and procedures
- Organize files, keep accurate records
- Use assigned computer to input, edit, extract, and format data and information
- Type rapidly and accurately using a computer keyboard
- Produce, retrieve, and store word documents, email documents, and spreadsheets
- Communicate effectively orally and in writing
- Answer telephones and greet the public courteously
- Complete work with many interruptions
- Receive, sort and distribute mail

EDUCATION:

Graduation from high school or evidence of equivalent educational proficiency.

An Associate of Arts degree from a recognized college or 60 semester or equivalent quarter units from a recognized college or university preferred. Courses in Microsoft Office, office practices and procedures, business arithmetic, and business English preferred.

EXPERIENCE:

Minimum of two years of previous clerical office experience including data queries and using Excel to organize, maintain, and track information.

PHYSICAL DEMANDS:

- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl
- Perform light physical exertion
- Lift and carry up to 25 pounds
- Reach in all directions
- Stand, sit and walk for extended periods of time
- Work at a desk, conference table or in meetings of various configurations
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

Employee Signature

Date