Miami Valley Educational Computer Association

Job Description

Title: Administrative Assistant
FLSA Status: NON-EXEMPT
Reports to: Executive Director & Associate Director
Supervises: none
Hours: 40 hours/week

Qualifications

Education and Experience:

- High school diploma or GED
- Previous work experience in an office setting preferred

Skills:

- Proficient in the use of word processing and spreadsheet applications
- Proficient in office protocol and the use of business equipment and office presentation software
- Proficient in data entry, spelling, proofreading, and the correct use of grammar
- Multitasking ability
- Strong communication, interpersonal, and organizational skills
- Record keeping skills and the ability to compute mathematical data accurately
- Ability to communicate clearly and concisely both orally and in writing
- Ability to establish working relationships with co-workers and function as part of a cohesive team

Other:

- Documented evidence of a clear criminal record
- Meets all mandated health requirements

General Responsibilities

Acts as office receptionist, provides administrative and clerical support for administration and assists with organization management functions, and performs clerical and hospitality support functions for the MVECA staff

Essential Job Functions

- Greet visitors, determine reason for their visit, notify appropriate staff member, answers questions, etc.
- Answer telephone and direct calls to appropriate staff
- Organizes and maintains a functional filing systems that ensures the safe retention and confidentiality of office records and keeps material properly filed to maintain an orderly office
- Coordinate and help staff prepare for meetings/functions
- Maintain office calendar
- Process incoming, outgoing, and interoffice mail and faxes
- Prepare correspondence, reports, and other program documents
- Make travel arrangements for staff as needed
- Maintain open channel of communication with MVECA Membership
- Maintain inventory of office supplies and orders/picks up supplies when needed
- Work with staff to maintain MVECA's hospitality standards (e.g., set out beverages, snacks, and supplies for training events and/or works with caterers for larger events)
- Prepares for board and assembly meetings
- Prepares and distributes minutes

- Posts job openings, assemble applicant files, prepare materials for interview committees, coordinate interview schedules, and communicate with applicants
- Assist with the onboarding process of new employees
- Assist administration with public records management
- Promote a favorable image of MVECA and maintains respectful and professional relationships with all customers and coworkers

Ancillary Duties:

- Perform other specific job-related duties as directed
- Participate in staff meetings and professional growth opportunities
- Respect personal privacy and maintain confidentiality of privileged information
- Uphold board policies and follow administrative procedures
- Maintain an acceptable attendance record and punctuality

Physical Demands and Working Conditions

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.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear and occasionally need to move throughout the building. The employee will be required to read and work at a computer for prolonged periods of time and will frequently repeat the same hand, arm, and finger motions such as typing. Employee will regularly interact with customers and other staff members both in person and on the telephone. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 15 pounds such as boxes of paper.

The noise level in the office work environment is moderate to occasionally loud. This position requires meeting deadlines with severe time constraints. This position involves stress as a result of those time sensitive obligations, the responsibility to ensure that laws and regulations are followed, and the demands of maintaining communications with large and diverse publics.

Evaluation

Job performance is evaluated according to MVECA Policies and Procedures Manual

The Miami Valley Educational Computer Association is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My signature below signifies that I have reviewed the contents of my job description and that I am fully aware of the requirements of my position.

Employee's Name (printed): _____

Employee's Signature _____ Date _____