

**Job Title:** Administrative Assistant – Northeast Campus

**Supervisor:** Campus Administrator

**Employment Terms:** 12 Months (Monday-Friday; 6:30 AM to 3:00 PM)

**Salary Range:** \$16.43 - \$24.00

**Location:** Northeast Campus  
1617 W Williams Drive  
Phoenix, AZ 85027

**Skill Sets:**

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

**Essential Duties and Responsibilities:**

- Establish and maintain good rapport with employees and community
- Furnish information and answers questions in situations requiring judgement and knowledge of policies and procedures, including federal, state and district related to Education
- Maintains schedule/ calendar of appointments for supervisors
- Coordinates, maintains and verifies projects through tracking and analyzing data
- Compile, prepare and monitor reports and project materials
- Develops and maintain files of correspondence, records/databases, reports and statistical documents
- Responsible for report preparation, correspondence documents for compliances issues and reviews. May involve creating and reporting databases
- Prepare purchase requests
- Input daily Northeast Campus program attendance for specific central programs, as well as account for program hours accumulated by students
- Input progress and grade marks periodically for specific Central programs
- Oversees day to day operations of office – answers phones, receives visitors, responds to inquiries about school and programs, identifies issues and brings them to attention of campus administrator
- Assist with campus budget process and tracks expenditures
- Oversees verification of staff attendance
- Assist in medical issues when assigned or when requested
- Assist at program orientations
- Maintains a high level of ethical behavior and confidentially
- Other job related duties as assigned

**Knowledge and Skills:**

- Experience/ knowledge of office management preferred
- Demonstrated working knowledge in Microsoft Office products
- Knowledge of the principles of business English, grammar, spelling and preparation of correspondence
- Knowledge of applicable Federal, State, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful
- Skill in reading, interpreting, understanding and applying federal, state, and district rules, regulations, and policies and procedures

**Requirements:**

- Minimum of five to ten years in a secretarial/ administrative support
- Experience in a school office environment helpful
- Appropriate education and advance training that relates to this type of work
- Working knowledge of Microsoft Office, Student Information Systems (SIS)
- Must pass a fingerprint clearance and background check
- Obtain an Arizona Driver's License
- Work flexible schedule
- May attend Governing Board meetings and student/ parent orientations

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

**Closing Date:** Open until filled

**Start Date:** TBD

**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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