

**Job Title:** Office Assistant

**Supervisor:** Campus Administrator

**Employment Terms:** 12 Months

**Salary Range:** \$18.18 - \$24.68

**Location:** Northwest Campus  
13201 W Grand Ave  
Surprise, AZ 85374

**Essential Duties and Responsibilities:**

- Demonstrate positive interpersonal interactions with employees and the community. Establish and maintain a good rapport with constituents and the public
- Respond to community inquiries regarding district policy and general information
- Communicate with stakeholders i.e. parents and students via electronic systems with important information
- Ensure accurate daily attendance records
- Collect student activity permission slips and notify CTE directors of campus trips
- Assist in coordinating student activity transportation
- Manage student file documentation in the student information systems
- Create and manage announcements for the marquee
- Create and manage spreadsheets to track metrics such as student attendance for campus administration
- Provide receptionist and secretarial activities required by the front desk
  - Answer all incoming calls and route to the appropriate personnel
  - Greet the community upon arrival and follow sign-in procedures
  - Prepare district mailings, and may assist in preparing packets
  - Handle the daily mail and ensure proper disbursement
  - Assist with correspondence
  - Coordinate the scheduling/ calendar of conference rooms
  - Maintain files of correspondence
  - Maintain the supply/copy room, keep neat and clean
- Furnish information and answers questions in situations requiring judgement and knowledge of policies and procedures, including federal, state and district related to Education
- Other job-related duties as assigned
  - May verify student program packets and verify completion
  - May collect fees related to student programs

**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 relevant Federal, State, and district rules, regulations, and policies and procedures
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district

**Qualifications:**

Minimum of two years in a secretarial/ administrative support. Experience in a school district office environment helpful. Appropriate education and advance training that relates to this type of work. Working knowledge of Microsoft Office.

**Other Requirements:**

- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks

**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)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.