JOB DESCRIPTION

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/calender 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 an 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/](https://west-mec.edu/employment/)
Include:
- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)
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