SMITH COLLEGE

Dept: Center for Early Childhood Education
Title: Administrative Assistant
Grade: N
FLSA Status: Non-exempt
Date: February 21, 2012
Reports to (position): Director of the CECE, Program Coordinator, CECE

PRIMARY FUNCTION(S):
Responsible for providing comprehensive administrative support for the Center for Early Childhood Education (CECE). As a member of the CECE team, the administrative assistant is responsible for building and maintaining positive working relationships with CECE team members, families, and children, exercising good judgment and discretion, and supporting the program within the context of the philosophy of the program.

DUTIES AND RESPONSIBILITIES:

Administrative Support 60%: Provide administrative support to the program director and program coordinator. Support duties including corresponding with families, College personnel, and outside agencies and individuals; preparing reports; filing, monitoring and maintain office supply inventory; coordinating classroom substitutes; performing reception duties; touring prospective families; communicating with families on financial and scheduling matters; supporting licensing regulations and activities including evacuation drills; monitoring and communicating physical plant maintenance; supporting classroom curricular and transportation needs; coordinating student and prospective family observations; maintaining attendance records and class lists; recording and maintaining records of meeting minutes and classroom documentation; and, assisting with children as needed.

Budget Management (35%): Overall responsibility for posting and monitoring all expenses and income. Maintain student accounts in Banner system. Order supplies, monitor and approve invoices. Collect and monitor fees and income. Consult with director regarding budget matters and monitor all activity from a variety of funding sources, including College budgets, revenue programs such as summer programs, late fees and extra time tuition, and petty cash. Maintain accurate financial records.

Supervision (5%): Train and supervise student workers and casual workers to perform administrative support duties in the absence of the administrative assistant. Respond to questions and resolve issues as needed in the absence of the directors. Perform other related duties as required. Back up other staff needs as necessary.

MINIMUM QUALIFICATIONS:

Education/Experience: High School diploma or equivalent, three years of relevant experience or the equivalent combination of education and/or experience.

Skills: Excellent communication skills (listening, verbal, written and interpersonal) with demonstrated ability to be discreet and professional; ability to communicate with all levels of the organization; ability to solve problems and take initiative; organizational skills; budget and project skills; strong computer skills, including MS Word, Access, Banner, Publisher, Powerpoint and Excel.