

**Regional Office of Education #9
Champaign & Ford Counties**

Job Description

- TITLE:** Administrative Assistant
- DEPARTMENT:** Learning Technology Center
- QUALIFICATIONS:**
1. Strong verbal and written communicator, including excellent telephone and email communication skills.
 2. Excellent office management skills with the ability to coordinate both internal and external resources.
 3. Strong motivation and drive to learn/create new systems and processes.
 4. Strong computer skills, including Microsoft Office (Word, Excel, Publisher) and email.
 5. Other qualifications as deemed necessary by the Regional Superintendent or ISBE Director of Data and Secondary Transformation.
 6. Any of the above qualifications may be waived by the Regional Superintendent or ISBE Director of Data and Secondary Transformation when necessary.
- REPORTS TO:** Director, Learning Technology Center
- SUPERVISES:** Does not supervise any employees.
- JOB GOALS:** The Administrative Assistant provides operational support for Learning Technology Center staff and initiatives.

PERFORMANCE RESPONSIBILITIES:

1. **Operational Support**
 - a. Assists the LTC Director with duties related to office operation and procedures.
 - b. Orders and maintains inventory of office supplies for LTC.
 - c. Maintains and provides support, filing, mailing, scheduling, and other duties as needed for the department.
 - d. Maintains department calendar/schedule for LTC.
 - e. Creates and maintains spreadsheets and records related to projects, events, services, and communications.
2. **Payroll, Budget, and HR**
 - a. Processes payroll, invoices, requisitions, and employee leave.
 - b. Prepares invoices for payment.
 - c. Reconciles monthly bank statements with financial reports and general ledger.
 - d. Provides the LTC Director with current payroll and budget information.
3. **Meetings & Events**
 - a. Schedules and coordinates necessary meetings and other events. When needed, ensures that meeting minutes, agendas and other appropriate documentation are available.
 - b. Provides logistic support for statewide and regional LTC events, including securing consultants, vendors, event locations, and catering.
 - c. Assists in the maintenance of event management systems and records.
 - d. Attends meetings and events as needed.

4. **Outreach and Communication**

- a. Answers incoming calls, responds to inquiries, directs calls to appropriate individuals, and takes and tracks messages.
- b. Oversees confidential information and maintains its integrity.

5. **Other**

- a. Provides accurate reporting of activities to LTC Director and ISBE.
- b. Performs other duties as assigned.

TERMS OF EMPLOYMENT: To be determined by the ROE9 Regional Superintendent

EVALUATION: To be completed by the Director of the Learning Technology Center in accordance with the policies and practices of the Regional Office of Education.

(Created 1/30/20)