

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: Community Education Secretary – 12 Month
Department: Community Education
Reports to: Community Education Coordinators and Managers
Classification: RAVE Group 3
Exempt Status: Non-Exempt

Job Summary: Responsible for providing support to multiple Community Education programs with a focus on customer service. Assist the program in clerical related duties including processing enrollment, scheduling appointments, assisting callers and visitors, data entry, and record keeping.

Duties and Responsibilities

Provide support for Community Education programs by:

- Greeting and assist instructors, staff and the public with excellent customer service
- Answering phones, data entry and processing registrations
- Responding to inquiries and processing and tracking registrations, payments, donations, special event materials
- Maintaining a system of tracking enrollments, revenues, scholarships and expenses
- Communicating class updates (cancellations, date changes, requirements) to participants and instructors
- Maintaining accurate records for registration, class planning and staff information
- Preparing and managing a system to prepare, distribute and collect class materials (rosters, contracts, evaluations, and instructor materials)
- Desktop publish fliers and prepare for production and distribution
- Tracking and maintaining advertising recruit list, invoicing and ensure receipt of artwork by due date
- Recording and maintaining communications postage account
- Preparing data for analysis from registration system
- Prepare and coordinate catalog/media mailings
- Process and assist with district-wide external and internal community education marketing distribution
- Maintain confidentiality of all participant data
- Requires supporting and participating in occasional late afternoon, evening and weekend meetings/events
- Perform other duties of a comparable level or type, as required

Education and/or Experience

- High School Diploma or equivalent
- 1 to 2 years of experience in an office setting (preferred)

Knowledge, Skills & Abilities

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information

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- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- In-depth knowledge of Microsoft Office applications and Google apps
- Strong skills in organization, proofreading, and creative thought including systems thinking and problem solving
- Knowledge of general office software and/or specific program software
- Knowledge of desktop publishing preferred
- Excellent oral and written communication skills
- Office organizational and time management skills
- Detail orientated with excellent accuracy skills
- Ability to initiate, prioritize and complete tasks in a timely manner

Physical Demands:

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves frequent fingering keys repetitive motions operation computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

Work Environment

- Normal office conditions
- Position may travel between buildings as needed