



## HUMAN RESOURCES

**DATE:** September 3, 2025  
**JOB TITLE:** Adult Basic Education (ABE) Program Support Administrative Assistant  
**DEPARTMENT:** Academics  
**REPORTS TO:** Adult Basic Education Coordinator  
**TERM:** 12-Month Contract (Grant Funded Position)  
**STATUS:** Full-time  
**FLSA CLASSIFICATION:** Non-Exempt

### Position Summary:

The Adult Basic Education (ABE) Program Support Administrative Assistant provides administrative and clerical support to the Adult Basic Education program. This role ensures smooth daily operations by assisting program leadership, supporting instructors, maintaining accurate student and program records, and coordinating communication with internal and external stakeholders.

### Essential Functions:

- Uphold strict confidentiality regarding student information and program data.
- Collaborate effectively with instructors, administrative staff, and students to support program operations.
- Demonstrate reliability, punctuality, and professionalism in all job-related duties.
- Maintain awareness of current program procedures, software platforms, and compliance requirements through ongoing training.
- Perform other related duties as assigned to support the goals and compliance of the Adult Basic Education program.
- Accurately register students in all required platforms including the Arizona Adult Education Data Management System (AAEDMS), Aztec, DRC, Essential Ed, Focus, and BAM.
- Enter and maintain accurate student contact hours data in compliance with Arizona Department of Education (ADE) and WIOA Title II guidelines.
- Collect, verify, and organize all required student documentation, including Arizona Participate forms, intake packets, and assessment records.
- Maintain confidential student records and digital files in accordance with FERPA and institutional policies.
- Generate reports and assist instructional and administrative staff with data reviews and compliance checks.
- Monitor data for accuracy, completeness, and timeliness; report discrepancies to program leadership.

- Provide instructional support to adult learners under the supervision of a certified instructor, including one-on-one and small group assistance in reading, writing, mathematics, and digital literacy.
- Assist instructors with classroom preparation, organization of materials, and implementation of lesson plans.
- Facilitate learner engagement by providing encouragement and clarification during instructional activities.
- Proctor assessments and support testing procedures as directed.
- Maintain a positive and respectful learning environment aligned with program goals and adult education best practices.
- Attends meetings and training per supervisor.
- Reliable attendance is an essential function of this position. Employees are expected to report to work on time, maintain consistent attendance, and adhere to their assigned schedule. This ensures efficient operations and providing quality service.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Competencies:**

- Accuracy entering and maintaining student data and records.
- Knowledge of record-keeping regulations and FERPA, ensuring confidentiality and adherence to federal and state requirements.
- Ability to multitask and prioritize effectively in a fast-paced environment.
- Skilled in meeting deadlines while balancing multiple schedules, student needs, and administrative requests.
- Excellent written and verbal communication.
- Active listening and interpretation of teacher instructions and student needs.
- Professional interaction with adult learners, staff, families, and the public, adapting communication style to diverse audiences.
- Conflict resolution and de-escalation techniques to maintain a positive and supportive environment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Suite, email, and other school instructional platforms.
- Skilled in data entry, database management, and educational technology tools to support classroom and program operations.
- Answers inquiries, supports registrations, and fosters a welcoming and respectful environment.
- Sensitivity to the challenges of adult learners, offering empathy and encouragement.
- Models punctuality, reliability, and professionalism for students.
- Demonstrates commitment to diversity, equity, inclusion, ethical practices, and professional boundaries.
- Flexible in managing shifting priorities, unexpected issues, or changes in assignments.
- Works cooperatively with instructors, staff, administrators, and community partners to achieve program goals.

- Builds and maintains positive, professional relationships with colleagues and students.
- Functions effectively both independently and as part of an educational team.
- Basic understanding of classroom procedures, instructional methods, and adult education principles.
- Ability to learn proctoring skills and practices.

#### **Education and Experience:**

- High school diploma or GED (required).
- One to two years of prior office experience, including clerical duties, data entry, and database management.
- At least one year experience using Google Suite, Microsoft Office (Word, Excel, Outlook) and ability to create and track information in spreadsheets.
- Willingness to learn and use data management systems.

#### **Preferred Qualifications:**

- Associate's degree in Business/Public Administration, Management, Information Technology, Education, or a related field.
- Prior experience in proctoring exams/assessments.
- Three years of instructional/educational support with Adult Learners.

#### **Licensing /Certification and Other Requirements:**

- Valid Arizona Department of Public Safety Identity Prints (IVP) fingerprint card. Applicable Arizona Statutes pursuant to Title 15 (Education) and Title 13 (Criminal) and Title 38 (Public Officers and Employees) prevail.
- Proof of immunization against or immunity to measles and rubella if born after January 1, 1957.

#### **Physical Requirements and Work Environment:**

- Work is primarily performed in a standard school setting with frequent movement throughout the campus.
- Regular activities include sitting, standing, walking, stooping, kneeling, crouching, and reaching for extended periods.
- Frequent use of hands and fingers for signing, typing, writing; manual dexterity and repetitive hand motions are required.
- Requires clear speech, hearing, and vision (corrected or uncorrected) to perform essential duties effectively.
- May involve lifting or moving objects up to 25 pounds.
- Operates standard office, school lab and technology equipment.
- Occasional travel to off-site locations with classes.
- Performing work in a clinical setting for the program you are assigned to.
- Going between EVIT campus.
- Work may involve exposure to environmental factors such as heat, sun, dust, odors, noise, limited ventilation, and confined workspaces.
- Evening and weekend hours may occasionally be required to support student-related activities.

**Americans with Disabilities Act (ADA) Statement:**

EVIT is committed to providing equal employment opportunities to qualified individuals with disabilities and will make reasonable accommodations during the hiring process and throughout employment as required by the ADA. If you need assistance or accommodation due to a disability, please contact Human Resources at 480-461-4111 or [humanresources@evit.edu](mailto:humanresources@evit.edu).

**Equal Employment Opportunity Statement:**

The East Valley Institute of Technology is an equal opportunity employer. We do not discriminate against any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. In accordance with Arizona law and Governing Board Policy, The East Valley Institute of Technology is a smoke-free, tobacco-free work environment.

**Acknowledgement:**

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

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<b>Print Employee Name</b>	<b>Signature</b>	<b>Date</b>
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<b>Print EVIT Representative Name</b>	<b>Signature</b>	<b>Date</b>
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