COLLEGE AND CAREER

HUMAN RESOURCES

DATE:	November 17, 2026
JOB TITLE:	Administrative assistant II
DEPARTMENT:	HopeTech
REPORTS TO:	Director of Foster Residential Program
TERM:	12-month contract
STATUS:	Full-Time
FLSA CLASSIFICATION:	Non-Exempt
EEO CLASSIFICATION:	Other Professional Staff

Position Summary:
The Administrative Assistant II help coordinates the daily office operations, scheduling, communications, and clerical functions to ensure the seamless execution of HopeTech, EVIT's residential program. Serving as the primary administrative liaison among prospective students, community partners, Department of Child Safety (DCS) case managers, and internal support staff, this role facilitates recruitment, admissions, enrollment, and residential housing placement for eligible young adults. By guiding young adults experiencing foster care or housing instability through the intake and placement process—and connecting them with essential wrap-around resources—this position directly empowers students to access safe housing, career and technical education, and the foundational support required for long-term independence and self-sufficiency.

Essential Functions:

- Manage daily administrative workflows, executive calendars, correspondence, and front-office operations to support efficient program delivery.
- Oversees end-to-end meal planning, menu design, vendor and budget management, dietary compliance, and on-site hospitality execution for all community meetings and special occasion events.
- Maintain accurate, organized, and strictly confidential records regarding inquiries, referrals, applications, eligibility screenings, enrollments, housing assignments, and student transitions in compliance with EVIT policies and program standards.
- Monitor the applicant and residential placement pipeline, tracking recruitment and enrollment metrics to generate regular weekly and monthly status reports for leadership.
- Adhere to all EVIT policies, operational procedures, and campus safety guidelines while upholding the highest standards of ethical conduct and student confidentiality.
- Maintain punctual, consistent, and reliable attendance in accordance with the assigned schedule to ensure uninterrupted administrative coverage and high-quality service.
- Serve as the initial point of contact for prospective students, families, DCS case managers, and referral partners by responding promptly to inquiries and providing comprehensive program information.
- Promote HopeTech through community outreach, presentations, informational sessions, and public engagement initiatives to raise program visibility and attract qualified applicants.

- Cultivate and maintain collaborative relationships with DCS, foster care agencies, homeless youth service providers, school districts, nonprofits, and workforce development organizations to strengthen referral networks.
- Guide prospective students through eligibility screenings, HopeTech application procedures, and formal EVIT enrollment, clearly communicating program expectations and qualification criteria.
- Assist applicants in collecting required documentation, letters of recommendation, and support contact records while systematically tracking application progress.
- Coordinate applicant interviews, follow-up consultations, and interdepartmental communications across EVIT to streamline placement into appropriate career and technical education programs.
- Collaborate with the Program Director to coordinate the placement of accepted students into HopeTech housing, managing room assignments, unit availability, and projected move-in schedules.
- Communicate housing fee structures, lease agreements, residential expectations, and program policies to incoming residents while coordinating move-in logistics.
- Connect applicants and current residents with external community resources, support services, and referral partners to mitigate barriers to enrollment, housing stability, and program completion.
- Support students exiting HopeTech—whether due to program completion, voluntary withdrawal, or involuntary discharge—by coordinating closely with their external support teams to facilitate smooth housing and service transitions.
- Serve as an active HopeTech board member, collaborating with leadership to oversee the strategic and compliant allocation of HopeTech Foundation donor funding.
- Provide development and fundraising support through accurate database entry, donor tracking, and direct mail coordination.
- Execute donor stewardship initiatives, including drafting and sending timely acknowledgment letters, thank-you correspondence, and tax receipts to foster lasting supporter relationships.
- 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.

Education and Experience:

- Associate's degree in social work, human services, education, counseling, psychology, or a related field; equivalent combination of secondary business or administrative training and relevant experience will be considered in lieu of a degree.
- One year experience working with young adults, students, foster youth, homeless youth, or other populations facing barriers to education and housing.

Preferred Qualifications:

- Prefer a Bachelor's degree in social work, human services, education, counseling, psychology or related field.
- Experience working with the foster care system, DCS, or McKinney-Vento-eligible youth.
- Knowledge of transitional housing, independent living programs, workforce development, and postsecondary career and technical education.

- Experience with student recruitment, admissions, enrollment, case coordination, or residential placement.
- Established relationships with community agencies and organizations serving young adults in the East Valley.

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.
- Valid Arizona driver's license and ability to travel locally for outreach and community meetings, as needed.

Physical Requirements and Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Work performed primarily in a school and residential environment.
- Regular interaction with students, staff, government entities and families.
- May require responding to crisis or emergency situations and referring to an appropriate agency.
- Ability to sit, stand, and walk for extended periods.
- Ability to lift and carry up to 25 pounds occasionally.
- Ability to operate standard office equipment and computers.
- Must be able to hear and communicate clearly in both individual and group settings.
- Vision abilities required include close vision, distance vision, and the ability to adjust focus for reading and computer work.
- Interaction with students, faculty, and staff in person and via email, phone, or virtual platforms.
- Work schedule may include daytime, evening, or occasional weekend hours depending on course scheduling. Exposure to typical school conditions such as varying classroom temperatures and frequent interruptions.
- May be required to attend periodic meetings or professional development sessions outside work hours.

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.

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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Print Employee Name **Signature** **Date**

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Print EVIT Representative Name **Signature** **Date**

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