

Job Description



Job Title: STUDENT SUPPORT ADMIN ASSISTANT

FLSA Status: NON-EXEMPT

Salary Schedule/Days: SUP/240 DAYS

Location/Department: STUDENT SUPPORT

Retirement Plan: TRS

POSITION SUMMARY

Support a variety of moderately complex clerical, technical, and administrative duties of the Student Support Department according to the assigned role as defined by the supervisor.

QUALIFICATIONS

Certifications, Licenses or Permits:

- Notary Public or ability to obtain.

Education, Experience, and Other Requirements:

- High School Diploma or State approved High School Equivalency (HSE) required. Additional education preferred.
- Minimum of three (3) years of clerical experience required, preferably at the school level.
- Knowledge of student support processes and procedures preferred.
- Knowledge of standard office software and digital platforms.
- Ability to multitask in a fast paced environment with frequent interruptions and distractions.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

ESSENTIAL DUTIES

- Perform general clerical duties such as data entry, filing/organizing, answering the telephone, greeting visitors, and responding to emails.
- Manage and order Student Support office supplies for departmental needs.
- Receive and respond to inquiries and facilitate resolutions.
- Assists with special projects and events as required.
- Perform other duties as assigned.

Reviewed By: TODD SHIRLEY (APPROVED)

Date: 4/10/2025

Approved By: DERRICK HERSHEY

Date: 4/10/2025

Revision Date(s): 4/10/2025,