



JOB DESCRIPTION

Job Title: Administrative Assistant II

Department: Project HOPE

Reports Directly To: Assistant Director, Project HOPE

Job Closing Date: July 21, 2021

Position closes at noon CST on closing date.

Date: July 7, 2021

Prepared By: Becca Herndon

Job Group: G

Salary Range: \$28,938 - \$37,944

Depending on experience and qualifications.

Exempt Certified
 Non-Exempt Grant Funded

Primary Function: Responsible for providing administrative support and assistance to the Project HOPE staff and Assistant Director.

Embrace the Francis Tuttle culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Responsibility, and Respect.

Essential Job Functions:

1. Provides overview of program services to referral customers and coordinating sending school staff.
2. Coordinates student enrollment needs for Project HOPE, including TABE testing.
3. Utilizes student data system to access data as necessary.
4. Maintains Project HOPE student records.
5. Creates and route COS (Change of Status) forms to appropriate individuals.
6. Verifies free lunch status with sending schools and maintain student accounts online.
7. Processes new hire paperwork for sending school instructors and substitutes.
8. Coordinates and submit documents, reports, and mailing lists for correspondence.
9. Provides support in the Project HOPE budgeting process.
10. Orders and maintains office, staff, and student supplies.
11. Collects, rectifies, and distributes all attendance records for instructors.
12. Coordinates the scheduling of substitutes as needed.
13. Maintains and report records to sending schools when necessary.
14. Maintains Purchase Orders and Activity Forms as needed.
15. Ability to be present on the job as described under working conditions and length of contract.
16. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Administrative office certificate or associates degree highly desired.
- Minimum of two (2) years related experience in office environment.
- Previous administrative experience in the educational setting preferred.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint).
- Excel skills must include the ability to build and format formal reports (or PowerPoint).
- Ability to work independently with limited supervision and direction.
- Ability and desire to maintain an efficient, well organized office area.
- Exceptional verbal and written communication skills.
- Ability to excel in a fast paced work environment by prioritizing tasks and projects.
- Ability to understand and meet critical deadlines.

- Strong flexibility, time management, and organizational skills.
- Ability to cultivate, build and maintain strong long-term working relationships with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promote diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Standard school setting. Long periods of sitting and/or standing, ability to lift 10-25 lbs; low-level machine noise is encountered the majority of every day; concentrated visual effort is required; extensive communication with internal and external customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Full-time, non-exempt personnel position directly the Assistant Director of Project HOPE.

Length of Contract:

Twelve-month, grant funded contract subject to annual renewal. Working days and hours: Monday-Friday, 8:00 a.m. to 4:30 p.m.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

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Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

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