



Position: Administrative Assistant

Assignment: Administrative Assistant – LEF (part-time)

Wage/Hour Status: Non-exempt

Reports to: LEF Campus Liaison-Office Administration Manager

Pay Grade: AS211/230 days

Dept./School: LISD Education Foundation

Date Revised: Fall 2024

Primary Purpose:

Assist in general office management for LEF.

Qualifications:

Minimum Education/Certification:

- High School Diploma required.

Special Knowledge/Skills/Experience:

- Good organizational skills
- Good interpersonal skills
- Proper phone etiquette
- Ability to work with a computer and use Microsoft software.
- Ability to use Canva, social media platforms, photography, and video.

Major Responsibilities and Duties:

- Ability to work with the computer and use Microsoft software.
- Ability to use Canvas, Photoshop, photo, and video production.
- Research and produce potential stories for blog posts, social media, and marketing.
- Assist with financial documentation and Employee Giving Campaign.
- Assist and update donor data base as needed.
- Assist with events when requested.
- Arrange for duplication of materials needed in the office.
- Maintain waiting area (clean and organized).
- Greet people coming into the office.
- Support and assist in all clerical areas of LEF including reception, phone calls, bookkeeping and general office duties.
- Use of computer, printer, copier, and calculator.

Mental Demands/Physical Demands/Environmental Factors:

- Standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- Occasional light lifting and carrying (less than 15 pounds)
- May work prolonged or irregular hours.
- Work with frequent interruptions to meet established deadlines; maintain emotional control under stress.

OTHER: All employees are to follow district safety protocols and emergency procedures.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. This position is an in-person job and is to be performed at the location specified. It does not qualify for remote work or work from home status.

Signature

Date

Print Name