



Job Description

Position Title: Administrative Assistant

Location: Hulbert Aquatic Center

Department: Administrative Assistants

Reports To: Aquatics Directors

Term: Year-round position

Schedule: Mon-Fri Full-time

Salary: Position follows the [Classified Salary Schedule 2025-2026](#) at B214. Starting salary begins at \$20.00-\$22.40/hour, based on experience.

Date of last review: August 2025

SUMMARY: The Administrative Assistant provides administrative support for the staff and patrons of the Hulbert Aquatic Center (HAC) and the wider district community by supporting building-wide systems and district procedures and policies.

To Apply: Please complete the application and include three references.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Coordinates and schedules Event Management personnel for school building facility rentals, in collaboration with High School Activities Offices, the HAC, and the West Fargo Sports Arena.
- Develops positive, effective working relationships with learners and staff.

Communication:

- Provides information to learners, staff, and public by answering questions and requests.
- Handles telephone and email communications in a timely, efficient, and positive manner.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.



Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Verifies event contracts and ensures accuracy of the school building facility rental and HAC event schedule.
- Creates and records letters, correspondence, memos, administrative policies and regulations, and meeting agendas by using appropriate formats and technologies.
- Prepares required reports and requisitions in a timely manner.
- Owns money tracking, deposits, bank runs, etc. for HAC operations.
- Owns purchasing of HAC supplies by developing district purchase orders, billing, receiving, inventory, and group bid orders.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Performs all operational functions inherent in the successful maintenance and/or growth of the district's facility rentals program, to include receipt of applications, scheduling of space, communication with renters, communication with district staff, and invoicing.
- Manages arrangements for meetings for the Aquatics Director, full-time staff, and others at the HAC.
- Maintains and disseminates the district's facility rental policies and procedures through applicable formats and venues.
- Ensures the consistent application of facility rental policies by all outside user groups.
- Creates school building facility rental contracts and assists with HAC rental contracts.
- Manages the facility rentals email and calendar.
- Prepares postage and distributes incoming and outgoing mail.
- Assists administrators with word processing, copying, and general office duties.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.



- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED) equivalent is required.
- Previous office experience is required.
- Possess current, valid certifications in CPR and First Aid or have the ability to acquire within first weeks of employment. Employment in role requires CPR and First Aid certifications.
- Proficiency with Microsoft Office suite of products (Outlook, Excel, Word, etc.) is required.
- Experience with iVisions and Arbiter (previously rSchool) is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- None.