

**Job Title:** Office Assistant/Receptionist – Northeast Campus

**Supervisor:** Campus Administrator

**Employment Terms:** Twelve Months, Part-Time Monday – Thursday 6:30 AM to 10:30 AM

Friday 6:30 AM to 10:00 AM

**Salary Range:** \$12.12 - \$19.10, Hourly

**Location:** Northeast Campus  
1617 W Williams Drive  
Phoenix, AZ 85027

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Demonstrate positive interpersonal interactions with employees and the community.
- Establish and maintain a good rapport with constituents and the public
- Responsible for maintaining official files and records of both secondary and post-secondary students
- Respond to community inquiries regarding district policy and general information
- Answer all incoming calls and route to the appropriate personnel
- Greet the community upon arrival and follow sign-in procedures
- Prepare district mailings, and may assist in preparing packets
- Handle the daily mail and ensure proper disbursement
- Assist with correspondence
- Coordinate the scheduling/calendar of facilities
- Maintain files of correspondence
- Maintain the supply/copy room, keep neat and clean
- Verify student and adult program information packets
- Process fees related to student and adult programs

- Makes and receives telephone calls, takes messages, and route calls
- Enters all student attendance records into a student database on a daily basis
- Responds to inquiries from students, teachers, and parents/guardians regarding attendance
- Complies a variety of daily reports as required
- Coordinate and perform advanced student attendance procedures
- Experienced in data entry preferred
- School experience preferred
- Experience with school related students database
- Other job-related duties as assigned

**Knowledge and Skills:**

- Experience/knowledge of office management preferred
- Demonstrate working knowledge in Microsoft and Google software.
- Knowledge of the principles of business English, grammar, spelling and preparation of correspondence
- Knowledge of applicable Federal, State, county and city statutes, rules, regulations, ordinances and district policies and procedures helpful
- Skill in reading, interpreting, understanding an applying relevant Federal, state, and district rules, regulations, and policies and procedures
- Skill in establishing and maintain effective working relations with community businesses, general public, parents and students, co-workers, and others having business with the district

**Requirements:**

- Experience in a school office environment helpful
- Appropriate education and advance training that relates to this type of work
- Must be able to work flexible hours
- Must possess a current Arizona Driver's License
- Must be able to pass fingerprint and background checks

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.