

Job Title: Office Assistant/Receptionist –Northwest Campus

Supervisor: Campus Administrator

Employment Terms: Twelve months, 10:30 am – 7:00 pm

Salary Range: \$12.12 - \$19.10 Hourly

Location: Northwest Campus
13201 W. Grand Ave
Surprise, AZ 85374

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 and 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)

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