

**Job Title:** Office Assistant/ Receptionist

**Supervisor:** Campus Administrator

**Employment Terms:** 12 Months Part-Time

Monday – Thursday 19.5 hours/Week

**Salary Range:** \$15.00 - \$21.60

**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
- Respond to community inquiries regarding district policy and general information
- Provide receptionist and secretarial responsibilities required by the front desk
  - 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 conference rooms
  - Maintain files of correspondence
  - Maintain the supply/copy room, keep neat and clean
- Furnish information and answers questions in situations requiring judgement and knowledge of policies and procedures, including federal, state and district related to Education
- Other job-related duties as assigned
  - May verify student program packets and verify completion
  - May collect fees related to student programs

**Knowledge and Skills:**

- Experience/ knowledge of office management preferred

- Demonstrated working knowledge in Microsoft Office products
- 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

**Qualifications:**

Minimum of two years in a secretarial/ administrative support. Experience in a school district office environment helpful. Appropriate education and advance training that relates to this type of work. Working knowledge of Microsoft Office.

**Other Requirements:**

- 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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