

UPWARD BOUND ADMINISTRATIVE ASSISTANT

Reports to: Upward Bound Director
Classification: Full-time, 12-month Employee, Grant Funded
Pay Status: Hourly, Level III, Non-exempt
Fringe Benefits per Board Policy
Starting Salary Range: \$16.00 – \$16.50

The full-time Upward Bound Administrative Assistant will work cooperatively with the NCCC Upward Bound staff in all aspects of program operation. Duties will include office management, chaperoning students, co-visits to area high schools, and assistance with report preparation.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Prepare routine correspondence, newsletters, and reports.
2. Maintain accurate, up-to-date records and student database, including documentation of student eligibility, academic records, contacts, exit, and follow-up information, etc.
3. Prepare annual reports using files and databases that are kept up to date throughout the year.
4. Assist in planning and implementing program activities and events.
5. Visit target high schools with the Academic Coordinator and Director
6. Chaperone student activities, events, and occasional overnight field trips.
7. Tutor area high schools and coordinate of Saturday Academy activities.
8. Maintain accurate office files and records, including budget information, purchase orders, statistical information. Keep monthly paper copies of summary information.
9. Maintain a pleasant, professional, and welcoming demeanor; maintain an office atmosphere conducive to meeting the needs of disadvantaged students
10. Maintain the confidentiality of participant and staff information learned while completing duties

Additional Responsibilities

1. May welcome and screen office visitors and telephone calls.
2. Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities

1. Proficient in basic office procedures as well as office technology, including computer applications such as Microsoft Word & Excel and the Google Suite.
2. Organized and able to handle multiple responsibilities well.
3. Excellent communication skills and able to relate well to students.
4. Ability to maintain the confidentiality of program and participant information.
5. Ability to appropriately exercise independent initiative and judgment.
6. Must have a valid Kansas Driver's License with the ability to drive a 12 passenger van.

Education and Experience

1. Associate's Degree and 2-4 years of work experience required.
2. Freedom from racial/ethnic/socioeconomic biases is required.
3. Background similar to that of the participants is preferred.

Working Conditions

1. Normal office working environment.
2. Ability to operate normal office equipment such as copiers, fax machines, and personal computers is required.
3. The ability to drive a College vehicle to and from school visits/field trips/similar activities is required.
4. Occasional evening, weekend, and overnight working hours as a chaperone or working with students in various activities are required. Compensatory time will be given.

Background and Motor Vehicle/Driving Record Checks

“All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.”

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Upward Bound Administrative Assistant, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at <http://www.neosho.edu/hr>. Review of applications begins upon receipt.

NCCC is an Equal Opportunity Employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>