



## **Administrative Assistant**

Working under the supervision of the Executive Director, the Administrative Assistant oversees and manages all office procedures and other tasks as assigned by the Executive Director. Salary is commensurate with experience. If you fit the qualifications listed below, please e-mail your resume to [mryckman@akrondigital.k12.oh.us](mailto:mryckman@akrondigital.k12.oh.us).

### **Duties and Responsibilities:**

- Maintain office calendar to coordinate work flow and meetings.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Perform general clerical duties to include, but not limited to copying, faxing, and filing.
- File and retrieve organizational documents, records and reports.
- Create and modify documents such as reports, memos, and letters using word processing, spreadsheet, database and/or other presentation software such as Microsoft Word, PowerPoint, Access, and Excel.
- Set up and coordinate meetings and professional development.
- Compile, transcribe and distribute minutes of meetings.
- Support staff in assigned project-based work.
- Make travel arrangements for the Executive Director.
- Other duties as assigned by Executive Director.

### **Support Services for Board of Directors**

- Correspondence
- Calendar
- Preparation of Executive Director's Recommendations
- Preparation of materials (packets) for Board meetings (Agendas, resolutions, etc.)
- Preparation of official minutes of Board Meetings

### **Support Services for Senior Staff**

- Agenda
- Minutes of meetings
- Maintain correspondence/documents on L Drive

### **Back-up responsibilities for EMIS**

- Training for EMIS Position for 3 reporting periods
- Backup in absence of EMIS Administrator



**Knowledge, Skills and Abilities:**

- Computer literate.
- Strong writing, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to communicate effectively.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers and facsimile machines.
- Ability to follow oral and written instructions.

**Minimum Qualifications:**

- At least three (3) years experience in general office responsibilities and procedures.
- Must be computer literate.
- Knowledge of principles and practices of basic office management and organization.
- Ability to work well either alone or as part of a team.