

**Job Classification:** Non-Exempt, Full-Time

**Work Schedule:** Monday-Friday, 8am-5pm

**Compensation:** Pay Grade 5 (9.88 - \$12.35)

**Reporting Relationship:** ALC Interim Director/Technology Facilitator

*Closing Date: June 29, 2018*

**Primary Accountabilities:**

This position requires an individual to provide administrative support to the ALC Interim Director/Technology Facilitator and ALC staff while also informing the adult education students with various campus resources. Primary duties will include assisting with routine office duties and procedures, record keeping and financial processes, and maintaining various databases. This position also requires effective communication with the public and students, many with limited English speaking skills, the ability to organize and prioritize tasks and work accurately with frequent interruptions, and maintain a working knowledge of Kansas Adult Education and GED policies, procedures and database(s).

**Major Duties:**

- Manage daily office and building procedures including the receiving and distribution of mail; managing a multi-line phone system; answering and directing calls; taking messages; answering questions, and serving as the first point of contact with the public.
- Integration of the adult education program students within the college community, including assisting with resources in the Teaching & Learning Center and using the college network and learning management system.
- Register new students for upcoming Orientations. Assist them with paperwork, set up student file, enter student information in database and prepare rosters for teacher, and make student ID's for all new students.
- Enter notes in the Student Case files that pertain to attendance.
- Perform database updates as required.
- Attend required training sessions for database updates and program directives.
- Maintain billing database management, and bill cooperating agencies for services.
- Order, process, submit and receive purchase orders and assist with budget reports as needed.
- Receive Orientation/Materials fees, and other revenue. Deposit money, and submit cash reports to MATC business office.
- Assist ALC staff with student information, filing, copying, typing, and office machine use.
- Communicate with the test proctor in regards to how many test modules are being given, and any other record keeping needed that pertain to required testing. Cover the proctor position during breaks and emergencies.
- Maintain all ALC brochures and forms.
- Schedule student Orientation and testing appointments.
- Communicate with the Kansas Board of Regents office and other adult education centers, especially our referral centers.
- Provide information to the MATC community, local workforce agencies and the general public regarding services provided at the Adult Learning Center.

- Maintain security of all student files, database records, safe, fees collected, Director’s office, and valuables.
- Assist in arranging for staff substitutes. Maintain staff absence and substitute records.
- Inventory program supplies (paper and pens, printer cartridges, cleaning supplies, etc.) and order as needed and maintain instructional material inventory.
- Other duties as assigned by the Dean of ELI and the Interim Director of the ALC.

**Qualifications:**

- High school diploma or equivalent
- Minimum five years of recent secretarial training and/or experience required; with additional training, education, and experience **preferred**
- Strong interpersonal and communication skills; fluency in two or more languages **preferred**.
- Strong knowledge of technology, including the use of social media, LMS, and databases.
- Accuracy in written communications and record-keeping skills, including knowledge of basic accounting procedures.
- Experience using Microsoft Office, Adobe Suite, Outlook, and the internet.

**Physical Demands:**

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

**Work Environment:**

- Professional and deadline-oriented environment in an educational setting.
- Frequent interaction with students, staff and guests.

*MANHATTAN AREA TECHNICAL COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WE COMPLY WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972. WE COMPLY WITH THE REHABILITATION ACT OF 1973, THE VIETNAM ERA VETERANS’ READJUSTMENT ASSISTANCE ACT OF 1974, AND THE AMERICANS WITH DISABILITIES ACT.*

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date