

Job Title: HEP Administrative Assistant

Division/Department: Tri-State HEP

Responsible to: HEP Project Director **Months Per Year:** 12 **Hours Per Week:** 40

Credentials: Associate degree preferred; high school diploma required.

Past Work Experience or Skills:

Proficiency in oral and written communication in the English Language is essential; in Spanish is preferred; Proficient and knowledgeable in Microsoft Office/Word/Excel, Dropbox, data entry, filing and record keeping. Ability to maintain a high degree of confidentiality, flexibility, and a positive attitude.

Job Purpose:

TSH administrative assistant will provide support and assistance to HEP project staff and students to establish and maintain a standard of excellence. Responsibilities include assisting with projects as assigned, entering program data, preparing reports, and providing clerical support to HEP staff.

Major Duties and Responsibilities:

1. Complete required and assigned paperwork in timely and accurate fashion.
2. Answer phones and take message; operate office machines (fax, copy machines, etc.)
3. Maintain the student files.
4. Maintain the project database through input of all current student information.
5. Complete purchase requisitions under the direction of the director.
6. Order and distribute supplies and arrange for printing services under direction of Director/Coordinator.
7. Take minutes and distribute after meeting.
8. Assist site staff with accepted student enrollments, completion of required forms, and development of student files.
9. Other duties as assigned by the HEP Director.

Physical Requirements:

1. Requires the ability to effectively communicate with other regarding goals and objectives of **Tri-State HEP** grant award.

2. Requires the ability to examine, review and adhere to the federal guidelines of the U.S. Dept. of Ed and OME effectively communicate with others the goals and objectives of the **Tri-State HEP** grant award.
3. Requires the ability to work without supervision and the ability to work as a team.
4. Ability to lift 20-30 pounds.
5. Possible overnight travel 5-15 nights a year.