| **Job Title:** | **Administrative Assistant II** | | |
| --- | --- | --- | --- |
| **Supervisor:** | Superintendent/Designee | **Location:** | Fairbanks |
| **Authorized Hours:** | 37.5 hours per week, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 12 months | **Range:** | H, starting at $23.70 DOE |

# General Responsibilities

Under general supervision of an administrator, provides technical support throughout the planning and implementation of the Rising Up Grant (Funded through June 2024). Duties include communicating between program participants and administrators to assist in the planning and management of program improvements for efficiency.

# Qualifications

**Education:** High School Diploma required.

**Experience:** Must have a minimum of 3 years clerical experience. Postsecondary education may be substituted for clerical experience on a year-for-year basis. Must have a valid driver's license.

**Knowledge, Skills and Abilities:**

* Proficient in Microsoft applications, Adobe and Google
* Excellent time management skills
* Strong inclination for customer service
* Excellent interpersonal skills
* Ability to multitask
* Ability to pay attention to detail
* Creative thinking
* Proper compositional practices
* Excellent phone etiquette
* Familiarity with office equipment
* Strong organizational skills
* Polite, clear, and compelling communication skills

# Example of Duties

# Prepare documentation for grants.

# Manage online resources.

# Process payments for vendors and suppliers.

# Review operational forms, programs and processes within Raven and provide recommendations for efficiency.

# Type letters and reports as required.

# Proofread and make copies of documents.

# Assist in planning and overseeing significant events.

# Assist in managing the budget for special and routine events.

# Act as a liaison between different departments.

1. Construct forms needed through the efficiency study.
2. Data entry assistance necessary to move Raven Homeschool's six units' data to a standardized system (unit admins. expected to do this but will need up front assistance).
3. Promote a positive image of the district always providing positive public relations.
4. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

# Computer, printer, copier, video-conferencing system, social media platforms.

# Independent Decisions

# Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

# Primary Working Contacts

# Administrators, teachers, counselors, and vendors.

# Responsibility for Cash, Equipment, Safety

None

# Supervision Received and Exercised

Given: None

Received: From Administrators

# Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

# Evaluation

# Annual written evaluation.