

Notice of Vacancy

Administrative Assistant

CENTRAL CITY CYBERSCHOOL OF MILWAUKEE

Position Available: JUNE 2017

Application Deadline: OPEN UNTIL POSITION IS FILLED

Salary: COMPETITIVE, COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE

The Administrative Assistant position is a key member of the Cyberschool's administrative team, responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency.

RESPONSIBILITIES

Office Management:

- Provide general support to visitors
- Manage the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image and interactions
- Supervise the maintenance of office areas and equipment
- Responsible for the facilities day-to-day operations
- Serve as the point person for maintenance, mailing, supplies, equipment, bills, and errands
- Organize office policies and procedures
- Oversee adherence to office policies and procedures
- Prepare operational reports and schedules
- Process mail and invoices
- Allocate available resources to enable successful task performance
- Coordinate office staff activities to ensure maximum efficiency
- Ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Ensure security, integrity and confidentiality of data
- Coordinate schedules, appointments and bookings
- Monitor and maintain office supplies inventory
- Prepare office supply acquisitions
- Handle customer inquiries and complaints
- Maintain a safe and secure working environment

Reporting:

- Collect and maintain data needed for reporting to WI-DPI, Grantors, etc.
- Work with the Student Services Manager to ensure that databases are maintained and accurate information is reported (i.e. attendance, food service participation, homeless documentation, etc.)
- Ensure that all required reporting is accurately submitted in a timely fashion
- Participate as needed in special projects and reports

Accounts Payable:

- Maintaining site vendor files

Materials Management:

- Implement site requisition and purchasing procedures
- Receiving – Ensure that the receipt of all materials is reported (in the correct format) and that all materials are placed in a secure location until the distribution process occurs
- Verifications – Ensure that all shipments contain the items and quantities requested on the purchase order or invoice

Personnel:

- Maintain personnel files for all staff members
- New hire paperwork – Ensure that all new hire paperwork is completed and approved
- Arrange for substitute teachers as needed
- Track all staff attendance
- Process payroll – Ensure that all payroll documentation (time sheets, etc.) is submitted

Contract Management:

- Oversee food service management
- Oversee facilities maintenance management
- Manage and oversee local vendor relationships

Facilities Management:

- Facility management – Oversee building and mechanical repairs, and ensure that the site is in compliance with all health and safety standards. Also ensure that the site is clean and secure at all times
- Risk management – Oversee compliance and reporting of all risk related incidents at the site

Special Requests:

From time to time there will be special requests made by the Executive Director.

Qualifications

- Proven office management, administrative or assistant experience required
- High school diploma with at least 3-years of administrative and supervisory experience required, Bachelor's degree preferred
- Three (3) years experience in a public school setting preferred
- Prior experience in Reporting, Operations Management, Personnel Administration, and/or Facilities Management in a public school setting preferred
- Good written and oral communication skills required
- Computer literate in Word, Excel, Google Chrome, and related software required
- Team oriented, required
- Ability to work well around children, required
- Ability to follow procedures yet maintain flexibility, required
- Knowledge of clerical practices and procedures, required
- Knowledge of database software required, experience with PowerSchool preferred

- Excellent time management skills and ability to multi-task and prioritize work, required
- Attention to detail and problem solving skills, required
- Strong organizational and planning skills, required

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Position Type/Expected Hours of Work:

This is a full-time position, ten (10) months per year (mid-August through mid-June) and hours of work and days are Monday through Friday, 8:30 a.m. to 4:30 p.m.

This is not a comprehensive list of activities, duties or responsibilities required of the employee for this job. Duties may be adjusted to accommodate specific management needs.

Candidates are invited to apply through WECAN, OR download the job application from the Cyberschool's webpage at www.cyberschool-milwaukee.org, and submit via **email to cfaltz@cyberschool-milwaukee.org, or fax to 414-444-2435, or post to:**

**THE CENTRAL CITY CYBERSCHOOL OF MILWAUKEE
4301 North 44th Street
Milwaukee, WI 53216
Voice 414-444-2330; Fax 414-444-2435
Email cfaltz@cyberschool-milwaukee.org**

The Central City Cyberschool of Milwaukee does not discriminate against any qualified employee or qualified applicant for employment because of sex, race, religion, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation or family status.