

## **Administrative Assistant Child Development Center**

North Central State College is accepting resumes for full-time Administrative Assistant at the Child Development Center. Scheduled work hours are:

Monday – Friday, 8:30 AM – 5:30 PM

*Essential duties/responsibilities include but are not limited to the following:*

### **Administrative Support**

- Operate and maintain all aspects of the front desk.
- Maintain/update telephone directory and phone chain.
- Relay calls/send messages/make appropriate connections to all departments of the College.
- Greet and direct clients and other visitors in a professional manner, offering customer service appropriately.
- Interact with children and families to gather information to monitor and ensure delivery of services.
- Gather information regarding effectiveness of program services.
- Confirm 9-1-1 calls and alert appropriate personnel.
- Answer questions/provide directions/guidance to parents, staff, etc.
- Receive and process agency mail.
- Assist with developing and maintaining written policies and procedures that are in compliance with the Ohio Department of Job & Family Services regulations, Step Up To Quality (SUTQ), Head Start Performance Standards, and National Association for the Education of Young Children (NAEYC) Accreditation Standards.
- Maintain inspections, evaluations, on-site reviews and Accreditation status.
- Collaborate with Assistant Director and Director to insure that Child Development and Health Services are tracked and accounted for.
- Attend regular meetings, trainings, and professional development activities as needed.
- Prepare and distribute timely reports and tracking updates.
- Oversee processing applications for accuracy and timelines.
- Recommend, prepare and process the purchase of supplies.
- Maintain systems, database, files, etc., ensuring security of data.
- Schedule classroom staff based on requests for leaves of absence.
- Gather and compile data as requested by the Director.
- Other duties as assigned.

### **Family Support and Services**

- Assist families with enrollment process.
- Monitor attendance, sign-in/out systems.
- Monitor childcare provider billings in collaboration with Cashier's department on campus.
- Ensure family and child service records are maintained and kept confidential.

### **Required Qualifications:**

- **Education:** High school diploma/GED; Associate degree preferred.
- **Experience:** One year responsible work experience performing a wide range of administrative and clerical support using modern computer software.

Please express your interest in this position by submitting a letter of application and résumé to:

[www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed 6/3/19 and until filled