

Administrative Assistant Child Development Center

North Central State College is accepting applications for a full-time Administrative Assistant at the Child Development Center.

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

Administrative Support

- Operate and maintain all aspects of the front desk.
- 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.
- Receive and process agency mail.
- Provide assistance to the Director & Assistant Director on special projects.
- Attend regular meetings, trainings, and professional development activities as needed.
- Other duties as assigned.

Center Support

- Ensure family and child service records are maintained and kept confidential.
- Provide coverage to staff when needed, i.e. during breaks, lunch, meetings, etc.
- Correspond with families via emails, texts and newsletters in collaboration with Director.
- Work with administrative staff to finalize weekly staff schedule and newsletter.
- Gather and compile data as requested by the Director.
- Step-in for Kitchen Staff to cover days off and planned vacations.
- Obtain needed professional development training to maintain knowledge of safe food serve practices.
- Other duties as assigned.

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, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 1/23/23 and until filled.