

## Administrative Assistant - Counselor

### Purpose Statement

The job of Administrative Assistant - Counselor is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the counseling office; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Principal

### Essential Functions

- Assists with a variety of projects and functions (e.g. fee collection (AP, PSAT), test day coordination, website maintenance, publicize information, gather information for the Senior Scholarship Awards program, etc.) for the purpose of conveying and/or gathering information required for their functions.
- Compiles data from a wide variety of sources (e.g. new enrollees, families, counselors, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for Counselors.
- Coordinates a wide variety of projects, functions and/or program components (e.g. enrollment, residency documents, student records, building tours, college representative visits, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents for the Counseling Office (e.g. enrollment records, appointments, visiting colleges' schedules, etc.) for the purpose of ensuring accurate information is provided.
- Monitors a wide variety activities on behalf of High School Counseling Department (e.g. program components, meeting arrangements, enrollment, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, college visits, enrollment and residency, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on behalf of the Counseling department (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting and/or disseminating information to existing personnel.
- Procures supplies and materials (e.g. Testing booklets-ACT, SAT, PSAT, AP, EOC, etc.) for the purpose of maintaining availability of required items.
- Provides class changes, summer school information, field trips, etc. for the purpose of providing information and/or recommendations that address a variety of administrative requirements.

- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the counseling department.
- Supports assigned Counselors for the purpose of providing assistance with their functions and responsibilities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; classifying data and/or information; collecting money; customer service; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; office methods and practices; grammar, spelling and punctuation; and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

#### **Required Testing**

Job-Related Skills Proficiency Test

#### **Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**