

Job Title	College Readiness Administrative Assistant
Employer/ Agency	Tejano Center for Community Concern
Job Description	<p>The primary purpose of the College Readiness Administrative Assistant position is to provide support to TCCC's College Readiness Program. The successful candidate will perform a variety of complex tasks as assigned by the AARC Director and the High School Principal. This position requires high attention to detail to provide clerical support to the College Readiness Program with an emphasis on student readiness for applications and college admission. Other regular duties include: providing support for a range of admissions events and maintaining student record databases and office filing systems, assisting with mailings and communications with applicants, and working cooperatively with the college admissions staff to meet student needs. The College Readiness Assistant will perform described duties in a dynamic school environment which entails interaction with all members in the educational team, parents, students, and guests, and with other departments and school areas.</p> <p><u>Essential Functions</u></p> <p>Maintains detailed applicant and student records for college readiness programs in accordance with established guidelines, both manually and on an automated system to reflect application status, information – both missing and received – and other code changes. With guidance from the direct supervisors organizes student application documentation ensuring completeness, authenticity, and readiness for file review and acceptance into the college and/or presentation to reviewing committee, if necessary. Communicates with students, staff, and other individuals to disseminate or explain information regarding the College Readiness Program s and certificates as well as the admissions process. Performs a variety of clerical and technical duties involving admission applications and records maintenance. Prepares and maintains student folders; reviews files, records, and other documents to obtain information to respond to requests. Assists with routine office workflow including but not limited to: data entry of applications, printing letters, mailings, general filing and other enrollment initiatives. Arranges appointments for staff and students; answers telephone, responds to requests, delivers messages; operates office machines, receives and distributes mail; and orders materials and supplies, and prepares and processes check and purchase requests. Complies with policies, procedures/regulations in order to interpret or clarify as needed, to students, parents, faculty, and staff. Responds to prospect, student, and community inquiries by phone, in person, email and generates routine letters and forms to prospective students. Maintain local high school guidance office database. Maintains knowledge of program information, enrollment office procedures, and campus event calendar. Greets parents, students, school team members, guests and other TCCC personnel in a pleasant, clear and professional manner. Notifies TCCC personnel and/or parents of student status in a timely manner. Updates and revise all demographic, financial, and student information as necessary to maintain an accurate student account. Provides retrieved information to TCCC parents and staff promptly and thoroughly, while ensuring complete confidentiality compliance. Maintains program records and files as requested for the purpose of compiling and documenting activities in compliance with funding requirements and/or providing reliable information. Provides information and/or services to parents/students regarding services for the purpose of enrolling and orientating them to programs in accordance with established guidelines. Serves as a liaison between the school and its customers (parents/students).</p> <p><u>Other Functions</u></p> <p>Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities</p> <p><u>Job Requirements: Minimum Qualifications</u></p> <p>Experience: One to two years job related experience performing administrative/clerical work is required. Experience in an educational (school) setting. Bilingual in Spanish, preferred. Excellent interpersonal and organizational skills. Ability to work well with diverse populations.</p>

Ability to communicate in an effective, precise, and understandable manner when instructing students and families about procedures and requirements or sharing information with college staff or outside agencies. Ability to exercise discretion in handling confidential information. Ability to work in a fast-paced, multi-tasking, detail-oriented environment. Ability to maintain accurate records and prepare general reports. Ability to effectively use Microsoft Office programs. Familiarity with integrated records systems. Ability to effectively use Microsoft Office Suite, especially database management.

EDUCATION: High school diploma or equivalent. Prefer College level courses in business practices. **OTHER:** Ability to pass pre-employment skills test as required and administered by Human Resources. **Certificates & Licenses:** Valid Texas Driver’s License

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records/case management; and utilizing group presentation skills.

KNOWLEDGE Specifically required to satisfactorily perform the functions of the job.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans.

Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working as part of a team.

Responsibility: Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within the confinements. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the Organization’s services.

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under a generally hazard free environment.

Salary/Hours	10-13/ hour FLSA Status: Full-time/Non-Exempt (Hourly) Work Schedule – 7:45 am to 4:45 pm (Monday – Friday) (May be required to work some evenings and Saturdays)
Address	2950 Broadway St. Houston Texas 77017
Contact Person	Cahanin, Cynthia
Telephone Number	713-640-3794
Email Address	hrclerk@tejanocenter.org
Application Method	Interested parties should email their resumes to cahaninc@tejanocenter.org , fax to 713-644-6232 or visit our website at Tejanocenter.org . Deadline: Until filled. APPLICATION INFORMATION: To be considered for this posted position, ALL applicants are required to submit ALL items listed below: -Submit letter of interest and resume -Complete employment application -Email address must be accurate -Submit copies of transcripts/certifications/performance evaluations

