



Job Title: Administrative Assistant
Status: Full Time; Temporary; Non-Exempt
Department: Santa Maria
Reports To: Center Director

Under the supervision of the Center Director or assigned supervisor, the Administrative Assistant performs a variety of office support functions; provides superior customer service; enters and maintains student information using computer database software and creates and maintains reports as required.

This position participates in promoting the CET mission and initiatives and in the accomplishment of the organization's goals.

ESSENTIAL JOB FUNCTIONS (May include, but are not limited to, the following):

- Performs general administrative, clerical and superior customer service support duties. Responds to electronic mail as appropriate. Conducts follow-up phone calls.
- Receives, processes, enters, checks, compiles, verifies, tracks, retrieves, maintains, distributes and files data.
- Maintains and updates the database as appropriate; provides a variety of reports.
- Uses computer programs to analyze, process, record, retrieve and verify statistical data; operates computer, peripheral equipment, calculator, copier and other office machines.
- Exhibits confidentiality, initiative, creativity, flexibility, self-motivation, enthusiasm and professionalism in performing job functions.
- Composes correspondence as necessary.
- Communicates information in person or by telephone where knowledge of some policies and procedures are necessary.
- Performs administrative support duties to assist the Department staff in meeting reporting requirements, functional responsibilities and research objectives.
- Responds to the public in a cordial, courteous and professional manner; answers the telephone and relates messages.
- Accesses confidential records, student files, including progress reports that may be shared with sponsoring agents, complying with all federal and state laws regarding adherence to safeguards to protect confidential student data.
- Assists with inventory of office supplies and other training materials.
- Processes purchase orders in accordance with fiscal policies and procedures.
- Attends staff development trainings which may require overnight travel, as required.
- Conducts regular inspections of designated work areas and equipment and reports any hazardous or unsafe working conditions to their supervisor. Works with other staff to participate in emergency disaster drills.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of computer equipment operations and various Microsoft Office software programs including, Word, database management and spreadsheets.
- Possess effective customer relation skills; exhibit sensitivity to a multicultural student population.
- Knowledge of recordkeeping techniques.
- Must have effective oral and written communication skills, in person and over the telephone.
- Knowledge of procedures, methods and references used in the evaluation of student records.
- Ability to maintain effective and cooperative working relationships with others.
- Ability to work independently with minimal supervision.
- Ability to process documents accurately in a timely manner.
- Ability to prioritize work, work effectively with frequent interruptions and meet stringent schedules and timelines.
- Ability to work under pressure.
- Ability to perform arithmetic calculations and reconcile financial data.
- Ability to maintain confidentiality of sensitive information.
- Knowledge of safety standards for office work environment.
- Perform related duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or GED required and training or a minimum of 1 year experience in general office procedures.
- Experience in a similar field or a combination of experience, education and training related to the essential duties.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.

EQUAL EMPLOYMENT OPPORTUNITY

CET will consider and hire qualified applicants without discrimination. CET maintains as its staffing goal to recruit and maintain a workforce that reflects the diversity of the CET community.

Job Type: Full-time

Pay: \$20.00 - \$25.00 per hour

Benefits:

- Health insurance
- Paid time off

Schedule: Monday to Friday

Work Location: In person - 509 W Morrison Ave, Santa Maria, CA 93458