



Title:	Administrative Assistant to the CTE Director
Reports to:	CTE Director
Terms of Employment:	12 months
Salary:	NC State Salary Schedule

Responsibilities include:

- Assist Director with assigning fund allotments for FY
- Prepare reports and financial data.
- Monitor all submitted purchase order requests to ensure compliance.
- Monitor the purchasing cards for CTE Teachers as well as reconcile each account.
- Draft financial and/or other reports.
- Purchase supplies & materials for middle school & high school CTE Teachers.
- Arrange, participate in, and implement, conferences and committee meetings.
- Assist with travel and meeting arrangements.
- Sign in behalf of director, as delegated, correspondence, requisitions, financial forms
- Maintain hard copy and electronic filing system.
- Plan and schedule meetings or appointments
- Retrieve, organize and disseminate information to CTE Teachers and Staff
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.