



<b>Title:</b>	Administrative Assistant for Federal Programs
<b>Reports to:</b>	Director of Federal Programs
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

**Qualifications:**

- Associate’s Degree Preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

**Supervises:** None

**Essential Job Functions:**

1. Drafts/composes and/or types letters, memorandums, agendas, minutes, special reports, summaries, and other materials by following notes or oral instructions as guides
2. Uses various computer programs
3. Answers telephone, takes and receive messages, and greets visitors
4. Plans and coordinates special programs and activities as requested
5. Distributes materials to schools
6. Compiles data and maintain files and records pertinent to federal grant documentation
7. Researches information as needed and requested
8. Reorganizes and purges files as situations and time frameworks change
9. Serves as backup to other administrative assistants
10. Stays knowledgeable of federal programs and other programs related to position
11. Creates contracts based on standard form for consultants and follows through on the steps to securing necessary signatures
12. Orders materials, track purchase orders, and processes invoices as needed
13. Assists in the processing of AB forms
14. Opens, sorts and categories mail, memos and incoming paperwork
15. Assists with budget matters as requested
16. Organizes for meeting activities by preparing any needed materials, assisting with registration, maintaining stipend documentation, shopping for and preparing refreshments and setting up rooms
17. Completes all other tasks assigned by the Director of Federal Programs