



Title:	Administrative Assistant for Scotland SCHOLARS
Reports to:	Project Director for Scotland SCHOLARS
Terms of Employment:	Four hours per week for 10 Months
Salary:	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

Essential Job Functions:

- Assists Project Director with all mailings and copies
- Accesses BUDS program to provide financial info to Director
- Keys purchase orders into BUDS
- Facilitates all contracted services
- Maintains knowledge of grant parameters and areas of focus