

## **Adult Education Administrative Assistant – Traverse City**

### **Job Code Number:**

### **Job Description:**

*Northwest Michigan Works! is seeking an Adult Education Administrative Assistant to add to our team. This is a full-time position that functions as a key member of the adult education team working directly with the Adult Education Regional Director and Adult Education staff providing support for the Adult Education program.*

### **Responsibilities of this position include, but are not limited to:**

- *Perform a variety of general clerical work for Adult Education Regional Director*
- *Maintain the adult education program's social media accounts*
- *Collect adult education participant Unique Identifier Code from a state database*
- *Maintain HSC (high school completion) transcripts and transcript requests*
- *Process invoices and maintain the accounting database*
- *Update annual schedules and program forms*
- *Process Adult Education staff timesheets, requisitions, and invoices in coordination with the Accounting Dept.*
- *Assist with ordering supplies and maintaining a current inventory of adult education equipment and materials*
- *Register adult education participants into various software programs*
- *Distribute GED and GED Ready Vouchers.*
- *Process tutor background checks*
- *Reconcile WorkKeys billings*
- *Create the annual attendance sheet*
- *Participate in quarterly participant file audits*
- *Answer and direct phone calls.*
- *Assist with periodic incentive projects and marketing campaigns*
- *Assist with distribution of program materials to adult education sites*
- *Assist with organizing and assembling packets for adult education trainings and meetings*
- *Distribute Chromebooks and Jet Packs; Management of the jet pack and Chromebook consoles*
- *Management of the Lab Kiosk and Adult Education websites*
- *Perform other duties as assigned by the Regional Adult Education Director*

### **Required Skills/Abilities:**

- *Minimum of a High School Diploma or HSE Degree. Prefer Post-Secondary Education*
- *General knowledge of website management and updating*
- *Excellent verbal, interpersonal, and written communication skills*
- *Excellent knowledge of social media*
- *Strong computer skills and substantial experience with MS Office*
- *Proficient with Google suite operation and social media*
- *Well-developed verbal and written communication and listening skills*

### **Education and Experience:**

*Minimum of High school diploma or equivalent.*

### **Compensation and Benefits:**

*This is a full-time (36 hours/4 days per week) hourly position starting at \$20.00/Hour. The employee is entitled to the Networks Northwest fringe benefits package that includes: comprehensive health, dental, and vision insurance with employer paid premiums; life insurance; disability insurance, employer paid deferred compensation retirement package; paid vacation, sick leave, and holidays.*

**How to Apply:**

Interested candidates are to email their **cover letter** and **résumé** by November 23, 2023 to: Christy Nelson at [christy.nelson@networksnorthwest.org](mailto:christy.nelson@networksnorthwest.org). Learn more about Northwest Michigan Works! and this position at

[Careers : Networks Northwest](#)