ADMINISTRATIVE ASSISTANT - PROGRAM MONTHS

RESPONSIBILITIES & DUTIES

Serve as an administrative assistant during the Co-Op Summer Enrichment Program by collaborating with the Co-Op Director and the STEM Alliance Leaders to complete various administrative tasks that will keep the program running smoothly. Tasks include but are not limited to:

- Assisting the nurse with daily attendance/absence documentation and follow-up phone calls
- Managing staff attendance and timesheets
- Submitting hours to the payroll service
- Overseeing bus transportation as per preset contracts including:
    - Ensuring that buses arrive and depart on a timely basis
    - Contacting the bus company regarding delays or problems
    - Documenting bus contract performance
- Managing miscellaneous cash payments for extras during the program such as
    - money for food and snack services
    - placing food and snack orders per the monies collected
    - Collect and disperse and orders
- File any required paperwork with the District as requested (e.g. documentation for printer use or changes in facilities use request forms or such)
- Serve as the first point of contact for families and assist them with all questions in a positive manner to help families feel supported and heard
- Connect families with additional staff members to manage any questions or concerns

REQUIREMENTS

- Experience with Mamaroneck School District facilities use and other systems is recommended but not required
- Social security card and state identification
- Fingerprinting for any non-Mamaroneck School District employee

REQUIRED PROGRAM DATES & TIMES:

Orientation week
June 26, 2017 to June 30, 2017
9 A.M. to 3 P.M.

Program weeks
July 3, 2017 to August 11, 2017 (July 4th Holiday - no program)
8:30 A.M. to 3:30 P.M. Monday, Wednesday, Thursday, Friday
8:30 A.M. to 4:00 P.M. Tuesday (weekly staff Meeting)

*program start and end times subject to change based upon scheduling changes to be determined in April; program may start at 8am and end earlier

SALARY

$3,500 to $3,750 based upon experience
Paid Bi-Monthly in July and August (3 payments total)