

## **Pre-Season Administrative Assistant**

### **RESPONSIBILITIES & DUTIES**

Assist with administrative tasks that will help register students, set up payroll and order supplies for Co-Op Summer Enrichment. Tasks include but are not limited to:

- Registering students on in-person student registration day
- Collecting and recording tuition payments on two additional payment dates
- Following-up on missing payments
- Delivering invitations to eligible students at all four elementary schools
- Assisting with ordering supplies
- Making all School Dude requests for space allocations
- Coordinating with field trip research, confirmation and payments
- Calling references
- Assisting with creating lists for the Co-Op educators and counselors to group and organized students for programming
- Coordinating with the bus companies to finalize payments and dates of service

### **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:**

Available to work independently and at flexible times from February 2017 to June 30, 2017

### **SALARY**

\$1,500 Paid in one payment on June 30, 2017