

## JOB DESCRIPTION

**Title:** Office Assistant  
**Status:** Permanent/Full-time/Non-Exempt  
**Hours:** 8:30 a.m. to 4:30 p.m. or as determined by Supervisor  
**Location:** Bronx  
**Salary Range:** Commensurate with education and experience  
**Reports to:** Assistant Principal, Bronx Campus

### **Qualifications:**

- Bachelor's degree, preferred.
- Minimum 2 years of office experience.
- Effective written and verbal communication skills.
- Excellent interpersonal and organizational skills.
- Ability to maintain a high level of accuracy in preparing and entering data.
- Strong attention to detail and follow-through a must.
- Proficient in Microsoft Office applications.
- Bi-lingual in English and Spanish, preferred.

### **Responsibilities:**

- Organize and coordinate office operations and procedures in order to ensure organizational effectiveness and efficiency.
- Provide administrative support including faxing, mail distribution and printing reports and documents for staff and faculty.
- Reconcile NYS DOE Automate the Schools (ATS) system records with JVL database.
- Maintain office files and records including student files.
- Update student and parent contact lists in the JVL database and ATS.
- Maintain and update the wait list for admission to the school in compliance with NYS Charter School Law.
- Assist counselors with the intake process by which students are contacted off the wait list for admission in alignment with NYS Charter School Law.
- Verify appropriate artifacts for discharged students and forward to the Assist Principal of the Bronx campus.
- Respond to routine inquiries from stakeholders regarding admission process and student attendance.
- Document professional staff development sessions and maintain logs.
- Ensure JVL business forms are maintained, updated and distributed when appropriate.
- Distribute JVL corporate information and materials to employees at the Bronx campus.
- Ensure the Bronx campus is compliant with NYS DOL by posting relevant information regarding Federal, State and OSHA Employment Practice.
- Monitor inventory levels to ensure appropriate supplies are available.
- Adhere to JVL purchasing procedures when replenishing supplies.
- Participate in staff meetings and any staff development required by school administration.
- Perform additional tasks as requested.