

GEAR UP ASSISTANT

QUALIFICATIONS

A. REQUIRED

- Associates' Degree, or higher in a related field.
- Two years of secretarial/clerical experience; or certificate in secretarial science and one year of secretarial/clerical experience; or any equivalent combination of experience, training, or education.
- Knowledge of generic office procedures and practices.
- Skill in basic arithmetic, grammar and spelling.
- Skill in general record keeping.
- Skill in the operation of a variety of office machines, including personal computers.
- Knowledge of Microsoft Word and Excel; data entry experience preferred.
- Ability to effectively communicate with students, families, and other school staff.
- The ability to work effectively with people from a variety of culturally diverse backgrounds.

B. DESIRED

- Bachelor's degree
- Spanish language ability
- Experience managing a grant funded program

SUMMARY

This position provides administrative support for the GEAR UP coach(s) hired by the school district to manage the implementation of core interventions and services for students and their families as outlines in annual school-specific GEAR UP work plans and budgets. GEAR UP stands for *Gaining Early Awareness and Readiness for Undergraduate Programs* and is a federally funded partnership between Northern Arizona University and Amphitheater Public School District.

The GEAR UP Assistant performs a variety of office, clerical, word processing and/or data-entry duties related to the GEAR UP grant. The Assistant is supervised by the site administrator and designated school staff to maintain accurate and complete records of student data and participation in GEAR UP activities; to assist with GEAR UP event/service planning; to submit data on a timely basis to NAU; and to perform other duties related to administrative support for the GEAR UP Coach(s) and/or site administration.

Reports to: Site Administrator

GEAR UP ASSISTANT

ESSENTIAL FUNCTIONS

- Provide general information in response to inquiries in person or by telephone; refers inquiries to GEAR UP Coach(s), as appropriate
- Files and cross-indexes documents and correspondence according to prescribed methods
- Operates copiers, calculators, personal computers, fax machines, or other basic office equipment found in GEAR UP office
- Assembles and/or compiles a variety of data from GEAR UP Coach(s) for entry into a database, or for submission to NAU for entry
- As directed, distributes or mails GEAR UP Newsletters and other information to GEAR UP families
- Prepares work orders, supply requisitions, requests for special data or similar actions within established limits and procedures; obtains appropriate signatures
- Makes arrangements for meetings by scheduling facilities and services according to instructions from GEAR UP coach(s) and administration
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to sit, walk and stand, with or without reasonable accommodations
- Ability to read and write
- Ability to comprehend written and oral directions
- Ability to concentrate for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to listen and hear in conference room settings, with or without reasonable accommodations
- Ability to twist, bend, reach, stoop, reach and pull
- Ability to research, analyze and formulate decisions quickly
- Ability to sustain extended work hours and handle problem situations
- Ability to solve problems and exercise judgment in accordance with established procedures
- Ability to perform under stress