



Crosby Scholars

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Administrative Assistant –Crosby Scholars Senior Program

Position Information

Company	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 www.crosbyscholars.org
Working Title	Administrative Assistant - High School Program
Job Category	Clerical/Administrative
Position Type	Staff
Cycle of Appointment	12 months
Hours Worked Per Week	20 to 25 hours per week; some weekend and evening work required.
Work Schedule and Hours	Monday-Friday - some evenings and weekends required
Salary Range	Hourly; Dependent upon experience and qualifications.
Job Summary	<i>The Program Assistant provides administrative support to the senior and financial aid programs. Duties include assisting with mailings, generating lists to support programs and events, data entry and database management, ordering supplies for special programs, preparing certificates and reminders, assisting at Crosby Scholars Academy and special programs including the Senior Gala. Additional duties include planning and coordinating meetings as directed, filing, responding to e-mails, and answering the phones in a professional manner.</i>

<p>Required Qualifications</p>	<p>A four-year degree preferred, but candidates with related work experience will be considered.</p> <p>Strong written and oral communication skills.</p> <p>Ability to learn student database for producing reports is essential. Skilled in Microsoft Office Suite and Google Drive.</p>
<p>Preferred Qualifications</p>	<p>An understanding of the college admission and financial aid processes</p> <p>Experience in working in a non-profit setting.</p> <p>Detail oriented with strong time management skills.</p> <p>A desire to work with high school students and parents.</p>
<p>Desired Knowledge, Skills and Abilities</p>	<p>Ability to establish and maintain effective working relationship with others.</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes.</p> <p>Ability to consistently be at work and on time, follows instructions (verbal and written), respond to management direction and solicit feedback to improve performance.</p> <p>Ability to embrace and promote a diverse environment.</p>
<p>Working Conditions</p>	<p>Most of the work will be performed in an office setting although some work may be performed at schools, special events, and at the Crosby Scholars Academy. Must be able to do light lifting and have reliable transportation. A background check and drug screening will be required.</p>

To apply, submit a resume to the attention of Maggie DeBaugh, Senior Program Coordinator, Crosby Scholars Program at mdebaughcrosby@gmail.com. The review of applications will begin immediately and will continue until the position is filled.