



Program Assistant –Crosby Scholars High School Program

Position Information

Company	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 www.crosbyscholars.org
Working Title	Program Assistant - High School
Job Category	Clerical/Administrative
Position Type	Staff
Cycle of Appointment	11 months
Hours Worked Per Week	Up to 25-29 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 high school program.</i> Duties include assisting with mailings, designing reports and generating lists to support programs and events for the high school program, data entry, ordering supplies for special programs, preparing certificates and reminders. Assist with coordinating Crosby Scholar Academy and special programs including the Grade Advisor program and chaperoning college tours. Some public speaking required. Additional duties include filing, responding to e-mails, and answering the phones in a professional manner.

Required Qualifications	<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.</p>
Preferred Qualifications	<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>
Desired Knowledge, Skills and Abilities	<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>
Working Conditions	<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>