



# Crosby Scholars

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## Administrative Assistant– Crosby Scholars Middle School Program

### Position Information

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<b>Company</b>	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 <a href="http://www.crosbyscholars.org">www.crosbyscholars.org</a>
<b>Working Title</b>	Administrative Assistant - Middle School Program
<b>Job Category</b>	Clerical/Administrative
<b>Position Type</b>	Staff
<b>Cycle of Appointment</b>	12 months
<b>Hours Worked Per Week</b>	Up to 25-29 hours per week; some weekend and evening work required – This is a part-time position.
<b>Work Schedule and Hours</b>	Monday-Friday - some evenings and weekends required
<b>Salary Range</b>	Hourly; Dependent upon experience and qualifications.
<b>Job Summary</b>	<i>The Program Assistant provides administrative support to the middle school program. Duties include assisting with mailings, designing reports and generating lists to support programs and events for the middle school program, data entry, ordering supplies for special programs, preparing certificates and reminders, and coordinating Crosby Scholar Academy and special programs. Some public speaking required. Additional duties include filing, responding to emails, occasional front desk reception, and answering the phones in a professional manner.</i>

<p><b>Required Qualifications</b></p>	<p>A four year degree is 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><b>Preferred Qualifications</b></p>	<p>Detail oriented with strong time management skills.</p> <p>A desire to work with middle school students and parents.</p> <p>Experience working in a non-profit setting.</p>
<p><b>Desired Knowledge, Skills and Abilities</b></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 be 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><b>Working Conditions</b></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 a valid NC driver's license. A background check and drug screening will be required. A social media screening will be conducted.</p>

Please submit a resume to the attention of Tara Stokes, Middle School Program Coordinator, Crosby Scholars Program at [tstokes@crobscholars.org](mailto:tstokes@crobscholars.org). The review of applications will begin immediately and will continue until the position is filled.