



Program Assistant –Crosby Scholars Middle School Program

Position Information

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Company	Crosby Scholars Community Partnership 2701 University Parkway Winston-Salem, NC 27105 www.crosbyscholars.org
Working Title	Program Assistant - Middle School
Job Category	Clerical/Administrative
Position Type	Staff
Cycle of Appointment	11 months
Hours Worked Per Week	Up to 20-25 hours per week; some weekend and evening work required – This is a part-time position.
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 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. Assist with coordinating Crosby Scholar Academy and special programs. Some public speaking required. Additional duties include filing, responding to emails, and answering the phones in a professional manner.</i>

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 middle 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 a valid NC driver's license. A background check and drug screening will be required.</p>