

Center Assistant

This position is responsible for leading the day-to-day administrative tasks in the Center such as materials gathering, phone reception, word processing and data entry.

Essential Job Functions

- Assist teachers with preparation for instruction; Gathers and prepares materials as appropriate.
- Greets and assists students, parents, and potential customers according to Company standards.
- Fields inquiry calls from potential customers; Fields calls from current families.
- Assists Center Directors and Directors of Education with preparing materials for parent conferences, assessments, tours, and other customer appointments.
- Assists Center Directors with maintaining the professional appearance of the Center according to company standards.

Knowledge Required

- High school diploma
- Knowledge of general office equipment such as copiers, printers, and office phones

Skills and Abilities Required

- Strong organizational skills
- Proven ability to manage multiple tasks and be flexible
- Ability to occasionally lift and/or move up to ten pounds

Nursery Worker

This position is responsible for cultivating flowers, keeping pests at bay, answering customer inquiries, and moving materials. In addition, a nursery worker should be physically strong, as lifting and transplanting shrubs, either by hand or using a wheelbarrow, is part of nursery work.

Duties

- Plant, prune and control weeds
- Fertilize and control pests
- Harvest plants
- Experienced nursery and greenhouse workers may also supervise seasonal crews and manage order fulfillment

Education

High school education preferred

Two-year technical college certificate a bonus

Training provided by employer, but experience is helpful

Disability Accommodations Office Assistant

Under the direction of an assigned supervisor, this position performs a variety of support duties, including the administration of student testing accommodations, instructional and instructionally related duties and a variety of clerical support duties.

Distinguishing Characteristics

Disability Accommodations Office Assistant is an entry level classification that performs routine conversion of textbooks to digital mediums and clerical duties.

In order to be successful in this position, the ideal candidate will:

- Assist with the development of instructional materials that are functional, intuitive and meet federal accessibility standards.
- Troubleshoot and recommend assistive software and hardware.
- Maintain various records, files, logs and lists; enter data in computer and file paperwork as required.
- Assist with online orientation, assessment and orientation, registration and other program/activities; refer students to appropriate departments or divisions, as needed
- Serve as a role model to students by providing support and motivation to assist students to succeed in college.

Qualifications

- Elements of working with individuals with disabilities (preferably adults).
- Correct English usage, including spelling, grammar and punctuation.
- Interpersonal skills including tact, patience, courtesy and customer service.
- Record keeping and filing practices and procedures.
- General office practices, procedures and equipment.
- Computer and software operations.