



Administrative Assistant Job Description

Requirements and qualifications

- Possess or currently seeking a Bachelor's degree in any discipline
- Excellent written and verbal communication skills in English
- Ability to use Google Drive efficiently
- Experience working in an office setting
- Strong work ethics, punctual, diligent, responsible, dependable, team player

Responsibilities

- Register and withdraw students
- Set up parents' tuition payments
- Multitask and prioritize projects
- Answering telephones, emails, and in-person visits from parents
- Sign teachers in and out each week
- Sign volunteers in and out each week and keep track of their hours
- Sign students in and out when they arrive late or come early
- Create monthly or biweekly reports for expenses, payroll, reimbursements, and tuition payments
- Create and modify documents on Google docs and Google spreadsheets
- Manage the school's SIS account
- Send weekly emails to parents and/or staff
- Respond to instructions from the director, curriculum coordinator, and ICOI board members
- Keep form templates up to date and organized
- Make copies for teachers as needed
- Other duties as assigned

Time commitment: 10 hours per week, 5 of them on Sundays from 9am-2pm and 5 on your own time throughout the week. A one-year commitment is required, and a two-year commitment is recommended.

Rate of pay: Starting rate \$14.00-\$17.00/hour based on experience

Interested applicants should email their resume to ws@icoi.net along with a short statement about why they are interested in the position and the contact information of two references. Selected candidates will be interviewed.