

### Administrative Assistant - Lab School

#### Purpose Statement

The job of Administrative Assistant - Lab School is done for the purpose/s of providing complex and confidential, secretarial and administrative support to the school-site operation, to the principal and to the University of Wyoming; conveying information regarding Lab School functions and procedures; ensuring efficient operation of all support functions; and coordinating a variety of projects, site processes and activities.

This job reports to Principal

#### Essential Functions

- Administers Summer Odyssey Program (e.g. all correspondence, financial processes, program schedule, student enrollment including transfers, etc.) for the purpose of ensuring successful operation of summer program.
- Assists School Administrator and staff, as well as UW College of Education Faculty and students (e.g. entrance requirements, budget data, financial records, reports, inventories of supplies needed, all aspects of data tracking including report cards, schedules, cumulative student files, substitute files including payroll, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Coordinates maintenance on office equipment and physical maintenance of school site for the purpose of ensuring efficient daily operation of the Lab School.
- Coordinates a wide variety of projects, functions and/or program components, school personnel for the purpose of maintaining accurate scheduling and operation of school site.
- Creates and maintains Lab School work orders for the purpose of providing all essential inventory for Lab School operation.
- Maintains Lab School web-site for the purpose of ensuring up to date information and over-view of all activities, curriculum.
- Maintains substitutes reporting and serving as point of contact with substitute teachers and practicum students, utilizing district software programs (e.g. instructions, evaluation forms, schedules, etc.) for the purpose of ensuring that classroom teachers and practicum students are accurately scheduled.
- Manages a wide variety activities, programs and lab school scheduling (e.g. program components, meeting arrangements, master calendar, all UWY student practicums at Lab School, multiple field trips, student lottery drawing, annual registration, including health forms, of students, after school programs, etc.) for the purpose of achieving goals for site educational program and meeting target dates in compliance with established guidelines and regulatory requirements.
- Monitors budget line-item balances for the purpose of communicating to principal and others, budget balances and potential budget problems.
- Oversees the work activities within Lab School (e.g. brochures, correspondence, travel arrangement, marketing, practicum assignments, delinquent accounts, nursing office services, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or training seminars for the purpose of providing or receiving information, and supporting the needs of the facilitators.

- Processes purchase orders and receipts for the purpose of tracking expenditures and ensuring items are received and distributed.
- Responds to a wide variety of inquiries from internal and external parties for the purpose of providing information, facilitating communication among parties and providing direction.
- Supports assigned administrative personnel (e.g. UW work study placements and student office aides, etc.) for the purpose of providing assistance with administrative functions and responsibilities.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing multiple projects; and performing basic bookkeeping, record keeping, and budget preparation.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; knowledge of site programs, procedures, personnel; knowledge of Lab School relationship with University of Wyoming and Albany School District; and common office machines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; creative coordination and leadership; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and multitasking.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/25/2018

**Salary Grade**

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