



233 North Stephanie Street // Henderson, NV 89074
850 South Durango Drive, Suite 100 // Las Vegas, NV 89145
300 North 13th Street // Las Vegas, NV 89101

Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // www.earlycollegeNV.com

Office Manager

Based on experience/qualifications

Annual Salary: DOE | Qualifications

Range: \$32-\$45K/yr | NO STATE/LOCAL INCOME TAX

To obtain more information about this organization go to: www.earlycollegeNV.com

CLOSING DATE: Open Until Filled

GENERAL PURPOSE OF THE POSITION

Under the direct supervision of the school's Director of Site Administration (DSA), this position provides administrative and secretarial support for the DSA, as well as, provides general support for all employees at the site. In addition to clerical tasks, duties performed include, but not limited to, record keeping, deposits, obtaining supplies, coordinating direct mail, conducting registration, and administering tests. Deals with a diverse group of people including students, parents, teachers, professors, and other important external callers and visitors as well as internal contacts within NSHS. The position requires that individuals have a high level of awareness, tact, creativity, and initiative in directing or completing clerical, registration, and front office activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Provides for registration, clerical, and front office work; and
2. Provides, obtains, relays information to/from visitors on their needs
3. Provides for a neat, clean, and orderly work environment; and
4. Provides for a smooth flow of information and delivery of services, and ensures that procedures/policies/regulations are implemented by students, parents, and public; and
5. Provides for the operation of various office business machines while providing clerical work for other staff at the direction of administration members; and
6. Provides for preparing, organizing, and attending details for events on the calendar and any online platforms; and
7. Provides for typing letters, memos, bulletins, narrative reports, and/or tables from rough drafts; and
8. Provides for proof reading materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained; and
9. Provides for record keeping and tracking of documents and attendance; and
10. Conducts school sales and deposits; and
11. Provides for the overall support of the administration with duties related thereto, which includes, but is not limited to working extra hours and beyond the normal work schedule; and
12. Performs other tasks related to the position as assigned

MINIMUM REQUIREMENTS OF THE POSITION

1. Knowledge of clerical practices, business machines, office management, and record keeping; and
2. Knowledge of personal computers and software application, which includes word-processing (MS Word), spreadsheets (MS Excel), contacts (MS Outlook), and presentations; and
3. Ability to plan, organize, set priorities and work independently with minimal supervision; and
4. Ability to keep information confidential and maintain an ethical attitude; and
5. Ability to interpret, explain, and apply written and oral instruction/procedures/regulations; and
6. Ability to do editorial checking for spelling, punctuation, and grammar; and
7. Ability to use discretion and make sound judgments, as appropriate; and
8. Ability to handle several tasks at one time; and
9. Ability to concentrate on accuracy of details; and
10. Ability to work under pressure, meet short deadlines, and flexible hours/shifts; and

11. Ability to use judgment as to when to act independently and when to refer to supervisor; and
12. Ability to cooperate with management, staff, outside agencies, and the public; and
13. Ability to recognize and report hazards and apply safe work methods; and
14. Ability to demonstrate strong communication skills; and
15. Ability to promote public relations and deal tactfully and diplomatically with people; and
16. Ability to gain cooperation and conformance without authority; and
17. Ability to handle tasks with speed and accuracy; and
18. Ability to keep a neat, clean, and orderly office; and
19. Ability to work cooperatively with employees, students, parents, the public, and other agencies

EXAMPLES OF WORK/EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, textbooks, printers, type writers, telephones, cleaning supplies, calculators, copy machines, fax machines, telephones, filing cabinets /equipment, vacuum, and cleaning supplies/equipment etc. **Strength:** Light to Moderate – exert force between 20 – 50lbs. Occasional amount of force frequently to lift, carry, push, pull, or move objects especially when cleaning. **Physical Demands:** Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintains concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed materials, VDT screens or other monitoring devices. **Environmental Conditions:** Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent.

MINIMUM REQUIREMENTS OF THE POSITION:

1. High School Diploma required
2. College experience/degree preferred
3. Keyboarding of greater than 30 – 40 words per minute; and
4. **MUST** be proficient with Microsoft Office Products (Word/Excel/Outlook)

PERQUISITES OF THE POSITION

1. Performance pay; and
2. One personal day per month; and
3. Time off for nationally recognized holidays; and
4. Choice 100% contribution or shared contribution from employer into State Retirement system (PERS)

APPLICATION PROCESS

New and experienced persons meeting the minimum qualifications are invited to complete the process including:

1. **Submitting** an 1) NSHS application, 2) letter of interest, 3) resume, 4) updated contact information for two references (preferably one professional), and 5) copy of high school or college transcript/licensing:
 - a. Mrs. Andrea McDonald, Director (Henderson Campus)
Nevada State High School -- 233 North Stephanie Street //Henderson, NV 89074
ONE SUBMISSION THROUGH THE SCHOOL’S HELP PORTAL – No Hard Copies:
<http://help.earlycollegenv.com>
2. Submitting information for a technical skills review. NOTE: After a committee from the school reviews the information above, it will select a group of potential candidates to continue along in the process to complete a technical skills review. The school will be notifying all candidates of their status via email.
3. Interviewing with a selection committee at the school. NOTE: The committee will only be interviewing a select group of candidates to continue along in the process based on the review of information above.

THIS IS A POSITION THAT IS OPENED UNTIL FILLED.

FOLLOW THE POSTING ON THE WEBSITE TO SEE IF THE POSITION IS STILL OPEN OR CLOSED.

EQUAL OPPORTUNITY EMPLOYER

The school does not discriminate admissions, access, treatment or employment in its programs or activities on the basis of race, color, sex, age, national origin, religion or disability.

START DATE

Nevada State High School employment may begin immediately.

For details on applying, visit <http://earlycollegeNV.com>