



**Henderson Campus**  
233 North Stephanie Street Henderson,  
NV 89074

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Office Manager, Job Posting // p: 702-953-2600 // f: 702-953-2608 // [www.earlycollegenv.com](http://www.earlycollegenv.com)

## **Office Manager**

*Annual salary range is based on experience/qualifications/negotiations and is dependent upon student enrollment.*

**Range: \$30,000 to \$45,000 annually**  
**NO STATE/LOCAL INCOME TAX**

To obtain more information about this position, please visit [www.earlycollegenv.com](http://www.earlycollegenv.com).

**THE POSITION IS OPEN FOR THE HENDERSON CAMPUS.**

**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, as well as general support for all employees at the site. In addition to clerical tasks, the duties performed include record keeping, making deposits, obtaining supplies, coordinating direct mail, conducting registration, administering tests, and more. The Office Manager 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 work, registration, and front office activities. It is essential that any person hired for this position believe in and adhere to the NSHS mission and core values.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

1. Provides for registration, clerical work, and front office work
2. Provides, obtains, and relays information to/from visitors on their needs
3. Provides for a neat, clean, and orderly work environment
4. Provides for a smooth flow of information and delivery of services, and ensures that procedures/policies/regulations are implemented by students, parents, and the public
5. Provides for the operation of various office business machines while providing clerical work for other staff at the direction of the administration
6. Provides for preparing, organizing, and adding details for events on the calendar and any online platforms
7. Provides for typing letters, memos, bulletins, narrative reports, and/or tables from rough drafts
8. Provides for proofreading materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, and internal consistency, and also ensures proper approvals have been obtained
9. Provides for record-keeping and tracking of documents and attendance
10. Conducts school sales and makes deposits
11. Provides for the overall support of the administration with duties related thereto, which includes working extra hours and beyond the normal work schedule
12. Performs other tasks related to the position as assigned
13. Has willingness to work at other NSHS locations

### **MINIMUM REQUIREMENTS OF THE POSITION**

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

14. Ability to demonstrate strong communication skills
15. Ability to promote public relations and deal tactfully and diplomatically with people
16. Ability to gain cooperation and conformance without authority
17. Ability to handle tasks with speed and accuracy
18. Ability to work cooperatively with employees, students, parents, the public, and other agencies

#### **EXAMPLES OF WORK/EQUIPMENT/SUPPLIES USED TO PERFORM TASKS**

**Equipment:** Various computers, textbooks, printers, telephones, cleaning supplies, calculators, copy machines, fax machines, filing cabinets/equipment, vacuums, and cleaning supplies/equipment etc. **Strength:** Light to moderate – exert force between 20–50lbs. Occasional amount of force required to lift, carry, push, pull, or move objects especially when cleaning. **Physical Demands:** Frequent reaching, handling, 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
4. **MUST** be proficient with Microsoft Office (Word/Excel/Outlook)
5. Bilingual in Spanish preferred

#### **PERQUISITES OF THE POSITION**

1. Performance pay
2. One personal day per month
3. Time off for nationally recognized holidays
4. Choice of 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:

1. **Submit** an 1) NSHS application, 2) letter of interest, 3) resume, 4) updated contact information for two references (at least one professional), and 5) copy of college transcripts.
  - a. Address materials to:  
Dr. John Hawk, Chief Operations Officer  
233 North Stephanie Street, Henderson, NV 89074
  - b. **SUBMIT MATERIALS BY LOGGING A HELP TICKET** at <http://help.earlycollegenv.com>.
2. Submit 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 by completing a technical skills review. The school will be notifying all candidates of their status via help ticket.
3. Interview with a selection committee at the school. NOTE: The committee will only be interviewing a select group of candidates based on the review of information above.

#### **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. Initial review of applications, resumes, and skills tests will continue regularly until the position is filled. For details on applying, visit <http://earlycollegenv.com/category/employment/>.