

Los Angeles Mission, Inc.
Job Description

Job Title: Administrative Assistant II UTI
Department: Urban Training Institute
Reports To: Director of UTI
FLSA Status: Regular, Full Time Non-Exempt
Grade Level: 7
Prepared By: Human Resources
Prepared Date: Revised September 2017

SUMMARY:

Demonstrate Christ-like behavior and attitude in all duties and responsibilities. Serves as general administrative support to Director of UTI and maintains a favorable public image for the Mission by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- General Administrative support to Director of UTI
- Maintain UTI reports and materials
- Prepare UTI Team meeting agendas; attend UTI meetings, take minutes, transcribe and send to appropriate persons
- Prepare student study guides for UTI classes
- Tracks student attendance in the ClientTrack system.
- Prepares attendance rosters on a weekly basis.
- Retrieves student attendance rosters from instructors on a weekly basis.
- Grade student tests and home work assignments
- Assists in developing course syllabi per UTI standards. Maintains archive of same.
- Assists in the compilation of teacher evaluations on a regular basis
- Secures master binders of all UTI classes
- Prepares, maintains and secures active student and UTI files
- Submit facility request for meetings and classroom schedules
- Attend family devotions and seminars as needed
- Assist Director of UTI with graduation program and all aspects of graduation ceremony
- Compose correspondence
- Assist in Learning Center as directed

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.) or equivalent from two-year college with a concentration in education, communication studies, social work, or five years related experience and/or training or equivalent combination of education and experience.

COMPUTER SKILLS:

Computer literate with ease in operating Microsoft Office, Power Point, Excel, Internet and other business software programs related to job functions.

LANGUAGE SKILLS:

Verbal and written fluency in both Spanish and English. Ability to read, analyze, and interpret common scientific and technical journals financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS:

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to work with mathematical concepts, such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Able to define problem, collect data establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts high, precarious places, and fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate, sometimes loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date