



Position: Admin Assistant
Department: Education –EHS
Salary: Competitive Full-Time Compensation & Benefits Package

UVSO seeks an Administrative Assistant to support the UVSO Early Head Start program at our Palm St location. The ideal candidate will be responsible for supporting the non-instructional operations and communications at the childcare center. The Administrative Assistant will be working directly with the EHS Director and the organizations operations team to help maintain a friendly, safe, and professional school environment.

Office Support

- Act as the primary receptionist at UVSO EHS site, which includes answering phone calls, faxes, electronic communication, sorting mail, and greeting visitors
- Organize, analyze, and streamline systems and processes for information collection including student records
- Maintain a comprehensive filing system including archival and storage inventories of licensing/accreditation document for staff per established guidelines and in accordance with NJ State CCC requirements.
- Assist with tracking of school data, including student attendance, behavior, and other achievement/infractions; create systems that support school leaders and families in meeting school culture goals
- Foster a welcoming and aesthetically pleasing environment
- Organize and assist with maintenance of school supply inventory, aesthetics, facilities, and technology support
- Assist with planning and executing school events
- Contribute to positive communication and relationship building with parents, the larger school community, and external parties

Faculty and School Leadership Support

- Support the collection and ongoing maintenance of all student records and files
- Provide support during emergency situations as directed
- Assist with scheduling requests and needs for School Directors, and other faculty members

Curriculum Assessment and Resource Support

- Process requests materials, including receiving and reviewing requests, locating the materials in storage rooms and other locations, and delivering them to teachers
- Track and process orders and deliveries
- Organize and maintain instructional material storage as materials are returned by teachers, ensuring all materials are filed according to current system

Support of School-Wide School Functions

- Assist with back desk duties when requested
- Monitor the condition building and under the direction of the director submit repair and maintenance request.
- Assist with dismissal functions
- Assist with preparation of documents as needed
- Assist director with procuring, organizing, and archiving materials related to school year professional development.
- Assist Director with coordinating external professional development opportunities and compiling resources.
- Provide as-needed support for other training-related tasks and projects

Fiscal & HR (only EHS-CCP)

- Assists in timely voucher submission to all funding sources, Head Start/Early Head Start vouchers, certificate vouchers, collaboration vouchers and other assigned program vouchers.
- Collects parent fees, check receipts and total against what collected, and generate fee collection reports.
- Issue annual payments letters to parents for tax purposes.

Team Support

- Support and assist the team with any other administrative activities and projects that may arise related to school operations
- Perform additional tasks as needed in support of other departments and at the direction of the site director.

Position Qualifications:

Behavioral Qualifications

- Unwavering commitment to UVSO mission, vision, and values
- Models high standards of integrity, trust, openness, and respect for others
- Demonstrates integrity by honoring commitments and promises
- Operates and follows through on assigned tasks and projects under specific time constraints and by specified deadlines
- Is productive and carries fair share of the workload; focuses on quality and expends the necessary time and effort to achieve goals
- Seeks to understand and meet and/or exceed the needs and expectations of families and associates
- Builds and maintains excellent positive relationships with and between team members
- Recognizes the constructive value of and embraces feedback
- Responds and adapts to developing challenges and obstacles when under pressure calmly and logically to develop working solutions in a timely manner
- Identifies and seeks to resolve and prevent problems
- Approaches new challenges as opportunities to improve skills and abilities, seeking advice and feedback to constantly improve
- Seeks opportunities for personal and professional learning

Skills and Knowledge

- Exercises discretion regarding sensitive personal and legal information
- Effectively prioritizes tasks in order to meet deadlines
- Responds to requests in a professional manner, even in difficult circumstances; provides accurate and timely service
- Works effectively and cooperatively with others to achieve goals
- Writes clearly and concisely; listens attentively to others and responds appropriately; takes into account the audience and nature of the information
- Verbally articulates progress against tasks clearly and concisely; communicates ideas, suggestions and concerns as well as outcomes and progress throughout the course of a task or project

- Regularly applies feedback and training outcomes to the work to grow continuously in and add value to the role
- Exhibits ability to identify and address issues
- Manages up and laterally by proactively providing supervisors and clients support and solutions to move work and projects forward
- Identifies and seeks to resolve and prevent conflicts with team members
- Demonstrates proficiency in Microsoft Office Suite and Google Drive applications

Educational Background and Work Experience

Required:

- One year of experience working in an office environment

Preferred:

- Bachelor's degree from an accredited college or university
- Previous experience in Early Head Start/ Child Care setting
- Fluency in Spanish

Disclaimer

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change.

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