

POSITION DESCRIPTION

JOB TITLE:	Program Assistant; T-STEM	STATUS:	Non-Exempt
REPORTS TO:	Program Officer; T-STEM	HOURS:	Full Time
DATE:	October, 2011	DEPT:	THSP

THSP Vision

The Texas High School Project leverages the expertise and resources of a unique public-private alliance to ensure all Texas students have the opportunity to graduate high school ready for college and career success, and are prepared to contribute to their communities.

THSP Mission

The Texas High School Project (THSP) is a public-private alliance dedicated to significantly improving the postsecondary readiness of low-income students with a focus on students in low-performing schools.

Summary

The Program Assistant is responsible for providing professional administrative support to ensure THSP offices operate in an organized, efficient and professional manner.

Key Responsibilities

- Provide professional-level administrative support to assigned management
- Manage all documents and records for assigned management, including incoming and outgoing communication (correspondence, appointments and phone calls)
- Maintain calendar in Outlook
- Schedule, coordinate and expense travel
- Schedule and coordinate meetings, including set-up and preparation
 - Prepare reports, agendas, minutes and presentations for meetings
- Manage conferences and their logistics
 - Including but not limited to hotel reservations, food & beverage scheduling, daily tracking/coordination and management of invoices
- Assist with special projects, staff training and other general office tasks
- Work closely with administrative assistants to build a cohesive team while exhibiting leadership qualities
- Ensure Conference Rooms remain straight, clean and stocked
- Photocopy and fax information and documents as needed or requested
- Obtain and assemble information for use by the department
- Ensure files are up to date and papers and files are clearly marked for easy access
- Facilitate invoice processing for payment to multiple off-site consultants
- Information resource for off-site consultants regarding travel, invoicing, convenings, etc.
- Conduct research to gather needed information for THSP reports, fact sheets, meetings and/or other written materials.
 - Research may include topics such as legislation, office holders, technology and scientific studies
- Other responsibilities and duties as assigned

Qualifications

- Bachelor's degree preferred
- At least 3 – 5 years of experience working in Administrative roles
- Proficient in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint)
- Non-profit or customer-oriented background preferred
- Experience with basic database management and retrieval (Access, Excel)
 - Experience with Raiser's Edge a plus

Skills & Requirements

- Apparent credibility and integrity
- Positive attitude
- Ability to self-start, work independently and achieve high standards to meet multiple deadlines
- Excellent communicator, including writing, speaking, editing, proofreading and computer skills, with great attention to detail
- Strong calendaring, organizational and document management skills
- Work effectively with staff in a team-oriented environment with a positive, can-do attitude
- Adept in developing and maintaining strong relationships with management, staff, donors, trustees and other stakeholders
- Exhibit a high degree of professionalism, business judgment, tact and diplomacy
- Excellent problem-solving skills
- Must be able to lift up to 30 pounds
- Some travel is required

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

Accommodations: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Recognizing the need for accelerated change in Texas high schools, the Texas High School Project - a public-private partnership - was created to boost graduation rates and increase the number of Texas high school students prepared for the full range of postsecondary opportunities. Whether a student chooses to pursue certification from a community college, a four-year degree, or a military career, the student should graduate from high school ready for college, work, and citizenship.

Send resume, cover letter, and salary requirements to: careers@cftexas.org