

**Position Title**

Student Administrative Assistant – DFW Area

Essential Functions

Prepare correspondence mailings, emails, and other duties as assigned
Support the executive team in day-to-day activities, including coordinating schedules and handling calendar requests and correspondence, run errands as necessary
Assist with various forms of communication with LEARN staff, members, collaborators, and prospects including presentations, proposals, email correspondence, reports, press releases, etc.
Assist in managing LEARN's Twitter and other social media platforms
Lead or assist with various administrative projects as assigned and complete them in timely manner

Qualifications

Prior office experience preferred
Excellent written and verbal communications skills
Must have strong attention to detail
Must have the ability to work independently and/or as a team member
Must have a strong customer service orientation, the ability to use good judgement, and exercise discretion
Must have excellent professional demeanor, self-motivated and flexible
Dependable, punctual, and good phone etiquette

Required Skills, Knowledge, and Abilities

Strong keyboarding skills, strong knowledge of Microsoft Office suite – e.g able to create complex spreadsheets, charts and graphs, multimedia PowerPoint presentations, etc
Ability to communicate and work well with a diverse staff and other students
Must be willing to sign a statement of conduct and a statement of confidentiality

Salary Range

Compensation starts at \$9.00/hour. Increases will be considered based on skill level and longevity.

Schedule

Approximately 12 hours/week. We are flexible around your course schedule with opportunities for additional hours during the breaks/summer, if desired.

Contact

Please send your cover letter, resume and spring course schedule to Amy.Santana@tx-learn.net