

JOB TITLE: Administrative Assistant

DIVISION/DEPARTMENT: Tri-State CAMP Project **MONTHS PER YEAR:** *Temporary*

RESPONSIBLE TO: CAMP Project Director

UPDATED: 9-2025

CREDENTIALS:

Associate degree preferred; high school diploma required with experience in service-related programs. Proficiency in oral and written communication in the English language is essential; in Spanish is preferred; Proficient and knowledgeable in Microsoft Office, Word, Excel, data entry, filing, and record keeping. Ability to maintain a high degree of confidentiality. Is able to maintain a flexible, positive attitude in high stress situations. Will maintain a “can do” philosophy in working with all project stakeholders.

JOB PURPOSE

CAMP Administrative Assistant will provide support and assistance to CAMP project staff and students to establish and maintain a standard of excellence. Responsibilities include assisting with projects as assigned, entering data; preparing reports; and providing clerical support to CAMP staff. Work schedule must be flexible to assist administration.

MAJOR DUTIES AND RESPONSIBILITIES

1. Accomplish the objectives and goals set forth in the **Tri-State CAMP** application, the Federal guidelines of the U.S. Department of Education and the Office of Migrant Education.
2. Complete required and assigned paperwork in a timely and accurate fashion.
3. Answer phones and take messages; operate office machines (fax, copy machines, etc.)
4. Maintain administrative copy of student files.
5. Maintain the project database through input of all current student information.
6. Maintain budget records on expenditures and requisitions; complete purchase requisitions under the direction of the director/coordinator.
7. Order office supplies and arrange for printing services under direction of director.
8. Coordinate and schedule CAMP meetings, take minutes and distribute after meeting.
9. Arrange travel accommodations for CAMP staff as needed.
10. Develop and carry out an individual Staff Development Plan (SDP) with director.
11. Assist with planning and attend annual Tutor/Mentor training.
12. Other duties as assigned by the CAMP Director

PHYSICAL REQUIREMENTS OF THE POSITION

1. Requires the ability to effectively communicate with others regarding goals and objectives of the **Tri-State CAMP** grant.
2. Requires the ability to remain flexible with CAMP schedule to achieve the goals and objectives of the **Tri-State CAMP** grant award.
3. Requires the ability to examine, review and adhere to federal guidelines of the U.S. Department of Education and the Office of Migrant Education.
4. Requires the ability to work without supervision.
5. Requires the ability to lift 20 - 30 pounds.