

SOUTH EAST SOUTH CENTRAL SPECIAL EDUCATION COOPERATIVE

Job Title: Administrative Assistant

Qualifications: Experience in managing an office and budgets, Intermediate to advanced technological/computer skills needed, strong interpersonal and communication skills, self-starter and independent worker. Post-secondary education or training a plus.

Reports: SESC Special Education Cooperative Director

Responsibilities:

- Requires an incredibly detail-oriented approach to not let anything “fall through the cracks”
- Create and modify documents using Microsoft Office
- Perform general clerical duties
- Maintain hard copy and electronic filing system
- Take meeting minutes and maintain required meeting documentation
- Oversee the purchase order process
- Coordinate and maintain records for staff office
- Collect and maintain inventory
- Contact person for KEDC to ensure that SESC special education cooperative remains in compliance with KEDC policies
- Maintain contracts with independent contractors
- Set up accommodation arrangements
- Administrator for website, on-line registration site, on-line learning site

Terms of Employment: Contract: 220 days. Salary based on the KEDC salary scale. Position will be based out of the Richmond/London area.

Evaluation: Performance of this job will be evaluated in accordance with Policy and Procedures developed by the KEDC board.

TO APPLY: Send application found on KEDC website, letter of application, resume to:

Belinda Bowling
South East South Central Special Education Cooperative
707 North Second Street
Richmond, KY 40475 Fax: 859-624-4529
You may email application information to belinda.bowling@kedc.org.

For more information contact: Belinda Bowling at (859) 893-2190 or e-mail at belinda.bowling@kedc.org

KEDC is an equal opportunity employer. Independent travel and occasional overnight lodging are required for this position. Applicants should be able to handle light-lifting and transport materials for training. It is preferable, but not required, that employees live within SESC area.