

cornerstones Career Learning Center, Inc.

JOB DESCRIPTION

STAFF ASSISTANT

GENERAL SUMMARY:

Assist in the provision of programs for Cornerstones Career Learning Center in Huron, South Dakota. Provide assistance to Cornerstones staff in the delivery of training programs for workforce and employers.

MINIMUM QUALIFICATIONS:

1. High School diploma or GED.
2. Proficiency with both verbal and oral communication skills.
3. Proficient in Microsoft Office.
4. Minimum of one year of reception experience.
5. Fluency in a foreign language is desirable but not required

RESPONSIBILITIES:

1. Develop rapport easily with people and works effectively as part of a team.
2. Use business professionalism while representing Cornerstones in the business community.
3. Work efficiently with data entry and interpretation of data.
4. Maintain client files, including written correspondence, telephone calls, and computerized record systems.
5. Operate phone system, take messages, schedule appointments, and greet clients.
6. Price analysis of supplies.
7. Performs routine office tasks with effective grammar, typing, and filing practices.
8. Load machines with required input and output media, such as paper, disks, tapes, etc.
9. Use computers to maintain files and records and correspondences to prepare reports.
10. Transmit information and documents upon request, using computer, mail, or fax machine.
11. Record, compile, enter, and retrieve information utilizing program software.
12. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
13. Address, stamp, sort and distribute mail & packages.
14. Analyze procedures to improve existing methods or to develop new methods.
15. Assume additional duties as assigned by the Executive Director.

WORK SCHEDULE

This is a permanent part-time position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. The schedule is 20-24 hours per week, to be determined.

EMPLOYMENT INFORMATION

1. Wage \$8.50 an hour
2. Permanent Part-time Monday-Thursday position
3. Benefits
 - a. Retirement
 - b. AFLAC
4. Open until filled
5. Bilingual skills helpful but not required

WORK LOCATION

This position will be located in Huron, South Dakota

Apply by resume to Kim Olson at Cornerstones Career Learning Center, 33 3rd St SE, Suite 202, Huron, SD 57350. Direct questions regarding job duties to Kim Olson, kimo.cclc@midconetwork.com or 353-7175