

**Part-time Evening HSE Administrative Assistant at Blue Hills Adult Education**

**322 Sprague Street, Dedham 02026**

**POSITION:**  **Part-time Evening HSE Administrative Assistant**

**JOB DESCRIPTION:**

* Support teacher’ management of book and supply orders, coordinate copying and print materials
* Maintain and organize student records including intake forms updated annually, release of information records, student waivers, and emergency contact information, archive files per DESE requirements
* Greet students, monitors and collect attendance
* Answer telephones, respond to inquiry emails and voice messaging
* Coordinate registration staffing and materials including appointments
* Manage school supplies, check stock, monitor supply request forms
* Print and distribute registration advertising
* Assist Director and Site Coordinator as needed

**POSITION DETAILS:**

* Location: Capen School in Dedham
* Tuesdays and Thursdays 6:00 PM –9:30 PM
* Begins September 1, 2023, and ends June 30, 2024
* Paid professional development (10 hours)
* Current Hourly Rate: $28.00

**DESIRED MINIMUM QUALIFICATIONS:**

* Excellent time management skills and ability to multi-task and prioritize work.
* Attention to detail and problem-solving skills.
* Computer literacy skills
* Bilingual ability preferred

**REPORTS TO:**  **HSE Site Coordinator**

All interested applicants must complete a SchoolSpring.com application as soon as possible. Application

must include a letter of intent, resume and two letters of reference

**Equal Opportunity Employer. Diverse candidates encouraged to apply.**

Susan Haberstroh, ABE Director

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