



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
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703.247.4533 fax
www.accsc.org

POSITION ANNOUNCEMENT

POSITION: **Operations Assistant**

SUPERVISOR: **Director of Operations**

DEPARTMENT: **Operations**

Position Description:

The Operations Assistant may be first voice or face that a visitor to ACCSC encounters and as such the Operations Assistant is expected to answer the telephones and receive and greet all visitors in a pleasant and professional manner. The Operations Assistant also serve as a liaison various vendors; orders supplies and insures supply inventory is adequate; assists with records filing and administrative work and support for the Operations department and the Executive Director. This is a non exempt position.

Position Duties:

- Screen and direct all calls to the appropriate individuals.
- Serve as the communications liaison for the Executive Director as needed.
- Open, sort, and link (as necessary) all materials received in the office.
- Monitor and process outgoing mail.
- Update staff phone list and distribute via email to "All Staff."
- Ensure all filing is up-to-date and accurate.
- Maintain accounting files in accordance with ACCSC policy.
- Keep the resource room organized at all times, to include replacing paper, toner, staples, fax machine paper, etc. in Konica copiers and equipment.
- Responsible for monitoring office supply inventory, stocking the general supply closet, and fulfilling supply needs and requests for ACCSC staff.
- Assist in drafting correspondence, creating forms, and preparing charts, etc. as needed.
- Liaison with various vendors for repairs and maintenance on printers, copiers, and fax machines.
- Prepare and print second and third notices, as well as monthly statements according to ACCSC policy.
- Assists Staff Accountant with collections and uncashed checks.
- Process COMTA's mail and weekly deposits.
- Other duties and special projects assigned by the Director of Operations.

Qualifications:

This position requires an individual who is organized, efficient, flexible as to work assigned, and personable. It is imperative that this individual gain a knowledge of the Commission and its staff in order to facilitate inquiries from schools, commissioners, staff, and the public at large in an expedient manner. Clear writing and speaking skills are required. Must maintain a positive demeanor. Necessary specific skills include the following:

- High school diploma (additional education a plus).
- Working knowledge of Microsoft Office Suite.
- Exceptional telephonic and in-person oral communication skills (i.e., articulate, pleasant, cheerful, etc.).
- Ability to work well independently and as part of a team.

To Apply

Interested candidates should submit a letter of interest, resume and salary requirements to hr@accsc.org