



Southwest Early College
3001 South Federal Boulevard
Box 114
Denver, CO 80236

Voice: (303) 935-5473
FAX: (303) 935-5591
www.swecollege.org

OFFICE ASSISTANT - JOB DESCRIPTION

40 hours per week

Southwest Early College is public charter high school with a mission to enroll students who have a desire for education beyond high school and give them knowledge, skills, and attitudes to be successful. As a **small public high school**, SWEC provides a world-class education in a personal, supportive atmosphere. As an **early college high school**, SWEC students take college-level coursework leading to both a *high school diploma* and an *associate's degree*.

DUTIES AND RESPONSIBILITIES

The Office Assistant will be fundamentally responsible for maintaining the front office. The Office Assistant will maintain the front office environment by answering phones, filing, and performing special projects such as direct mailings, proofreading and editing and other office related work. Seasonally the Office Assistant will be asked to assist in special events planning and preparation, along with contacting and managing volunteers.

1. Database Entry:

- Input daily attendance into student database (Infinite Campus)
- Prepare mailing lists, labels and reports for newsletters, Annual Report, special events and as otherwise required.

2. Student Recruitment:

- Assist with implementation of student recruitment marketing solicitations and mailings

3. Office Management:

- Maintain office filing and storage systems.
- Keep filing/document management system for electronic and paper documents organized
- Monitor and order office supplies.
- Distribute/file all incoming mail.
- Perform errands that assist daily functions: post office, bank, Staples, Kinkos, etc.
- General reception duties. Return calls as appropriate, usually per request.

4. Staff Assistance:

- Research, typing, correspondence, faxes, and filing.
- Keep updated Board contact list and assist with Board mailings

5. Communications:

- Maintain up-to-date student and parent contacts information
- Assist with production of general letters, newsletters, and other publications

6. Event planning and implementation: Assist in all aspects of event planning and implementation for SEC's regular and ad hoc events:

- Help publicize special events
- Assist with creation of flyers, special event notices, tickets, press releases, etc.
- Assist at events, including setting up, breaking down and other tasks as needed
- Perform clerical duties for events (RSVP lists, task lists, auction lists, thank-you's, etc.)
- Assist with creation of displays

7. Perform other tasks as identified by the Office Manager



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QUALIFICATIONS AND SKILLS:

- Previous experience in an office setting preferred
- Administrative professional who is dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude
- Technologically literate with computer skills including familiarity with Microsoft Word and Excel and other commonly used software. Excel skills would be a plus.
- Good internet skills, including use of e-mail programs and group messaging
- Good organizational skills and record keeping (attention to detail is critical)
- Cheerful presence and people skills
- Good oral and written communication skills
- Self starter who can work independently
- Skill in establishing priorities and managing workload
- Ability to follow directions

***Spanish speaker strongly preferred**

Pay Rate: 10-12\$/hr

Application Instructions:

Send current resume, and 3 current letters of reference, one of which is from your immediate supervisor (if possible), to Rudy Lucero, Principal/CEO at rudy.lucero@swecollege.org.