



FRONT DESK OFFICE ASSISTANT

Job Title: Front Desk Office Assistant

Employment Classification: Part-time, benefitted. 20 hours/week.

Reports To: Regional Director

Primary Work Site: Burlington Learning Center

Vermont Adult Learning: Vermont Adult Learning (VAL) is a private nonprofit and a member of Vermont's Adult Education and Literacy System. Working closely with other nonprofits, state agencies, and schools, we serve seven of Vermont's 14 counties. We provide instruction in basic academic skills, work readiness, and English language skills; high school completion and GED prep; and transition to college and career services. Our programs are free to Vermont residents, age 16 and older who do not hold a high school diploma or the equivalent skills, or who want to learn English.

Purpose of the Job: The Front Desk Office Assistant is responsible for supporting the primary administrative functions of the Learning Center. This position demands a commitment to exceptional performance as well as working successfully within a team environment.

Essential Functions & Responsibilities:

- In-person position, 4 days per week (M-TH) @ 5 hours per day
- Data Entry including student attendance and registration paperwork
- Maintains confidential files
- Answers phone, greets all students / visitors in a welcoming and encouraging fashion
- Provides appropriate and accurate program information as needed
- Calls students with appointment reminders
- Assists with office communication process: making copies, scanning documents, forwarding phone calls and other communication-related jobs
- Assists in ordering office supplies and educational materials
- Assists the Regional Manager in other duties as assigned
- Maintains professional standards of confidentiality.

Qualifications, Knowledge & Skills:

- Manages and prioritizes multiple tasks simultaneously
- Exhibits strong interpersonal and intercultural skills
- Demonstrates competency with basic office computer applications such as word processing and spreadsheets
- Meets deadlines consistently and demonstrates consistent, accurate attention to detail
- Communicates effectively in English, orally and in writing.
- Requires high school diploma, or equivalent, with at least 2 years of relevant working experience. Other combinations of education or work experience may be considered.

Working Conditions & Environment: Busy office and educational environment.

Mandated Reporter: All Vermont Adult Learning staff are required to be familiar with Vermont's Mandated Reporter law.

Background Check: A confidential, national criminal records check will be performed on all applicants offered employment. Continued employment is subject to the final determination reached based on the results of the check.

Status: This is a **Non-Exempt, Hourly** position.

Benefits: Vermont Adult Learning offers a competitive benefits package that includes:

- Medical and Dental insurance
 - Premiums based upon employee's work schedule
 - Health plans offer a Health Reimbursement Account with contribution from the organization
 - Family coverage is also available
- Long Term Disability, Life Insurance, and Accidental Death and Dismemberment Insurance are available at no cost to employee
- Flexible Spending/Dependent Care Benefits
- Retirement plan with immediate vesting and organizational match after 6 months
- Vision insurance
- Generous paid time off
- Parental leave policy
- Qualified Employer for Public Service Student Loan Forgiveness Program

Applications will be reviewed as received. Position open until filled.

TO APPLY: Send a cover letter and resume electronically to: rcampbell@vtadultlearning.org

Vermont Adult Learning is an Equal Opportunity Employer