



Western School of Science and Technology exists to transform Maryvale by improving low-income west Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

**Job Title:** Administrative Assistant to Business and Financial Services

**Job Type:** Full-time, 12-month contract

**Reports to:** Director of Business and Financial Services

**Staff to manage:** N/A

**Department:** Business and Financial Services

**Location:** On campus (Not eligible for remote work)

**Starting Salary:** Range B on salary schedule

**Here's what we're primarily looking for in a team member:**

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

**Benefits of working at Western:**

- 100% of employee medical, dental, and vision monthly premiums covered; 50% of dependent medical, dental, and vision monthly premiums covered.
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Paid Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- Professional Development Opportunities are available upon approval
- School Laptop
- 14 days of paid time off, 5 days of sick leave per year (PTO accrued over time).
- All supplies and materials for your department

**The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:**

- Associate's Degree or Equivalent (Required)
- Former experience in this field (Required)
- Bilingual- Spanish (Preferred)
- Valid State of Arizona "IVP" Fingerprint Clearance Card (or acquired prior to employment)
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically-similar community and prior experience in a similar role

## **General Description:**

The Administrative Assistant to the Director of Business and Financial Services provides high-level administrative, clerical, and logistical support to ensure efficient operations within the Business and Financial Services department. This position supports the Director in areas such as financial reporting, grant documentation, purchasing processes, and coordination across departments including HR, operations, and enrollment. The role is essential to maintaining organized, compliant, and effective systems aligned with school and state expectations.

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## **Primary Duties and Responsibilities:**

### **Administrative & Clerical Support**

- Provide administrative assistance to the Director, including scheduling meetings, maintaining calendars, organizing files, and preparing correspondence.
- Draft, proofread, and format reports, memos, and board documents.
- Assist in the coordination and compilation of documents for audits, compliance reviews, and internal reports.

### **Financial Operations Support**

- Assist with invoice tracking, purchase orders, and vendor communications.
- Support in reconciling petty cash and maintaining expenditure logs.
- Coordinate with staff and vendors to ensure timely processing of requisitions and approval

### **Grant and Compliance Support**

- Maintain organized digital and physical records of grant-related documentation, reimbursements, and reporting schedules.
- Support the Director and Grants Specialist with federal grant submission materials and data entry into ADE's GME system.  
Track deadlines and deliverables for all funding sources in collaboration with the Business Services team.

### **Enrollment & Student Records Coordination**

- Assist with compiling enrollment reports and preparing data for state submission under the direction of the Director and Registrar.
- Maintain confidentiality in handling sensitive student and staff data.

### **HR & Operations Department Coordination**

- Coordinate with the HR Generalist on onboarding documentation, benefits records, and mandatory training logs.

- Provide logistical support to the Program Manager of Operations on vendor forms, facility-related invoices, and scheduling inspections or repairs.

### **Customer Service & Communication**

- Serve as a point of contact for departmental inquiries, ensuring timely and professional communication with internal and external stakeholders.
  - Communicate effectively with staff across departments to ensure information sharing and follow-through on departmental tasks.
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### **Qualifications:**

- Associate's required or Bachelor's degree preferred.
  - Minimum of 2 years of administrative support experience, preferably in a school or public agency setting.
  - Proficient in Google Workspace and Microsoft Office Suite.
  - Strong organizational skills and attention to detail.
  - Ability to manage multiple tasks and meet deadlines.
  - Excellent written and verbal communication skills.
  - Discretion in handling confidential and sensitive information.
  - Familiarity with school finance, grant compliance, or student information systems is a plus.
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### **Knowledge and Abilities:**

- Establishes and maintains productive, collaborative relationships with others.
  - Demonstrates professionalism, discretion, and a high level of accuracy.
  - Plans and organizes work efficiently and meets deadlines despite interruptions.
  - Understands and applies school policies, procedures, and relevant regulations.
  - Operates office equipment including computer, copier, scanner, and phone systems.
  - Maintains punctual and consistent attendance.
  - Demonstrates cultural competency in working with diverse school communities.
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*Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any*

*specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.*

*Prepared By: Western School of Science and Technology*

*Prepared Date: 4/2025*

**I have read and understand this job description**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_