

JOB TITLE: Administrative Support

POSITION SUMMARY: This position attends to administrative and data management components in the Adult Education Program at the Allegheny County Jail. Responsibilities include timely and accurate information management, tracking outside mail delivery, supporting special events and initiatives, preparation of student class rosters and attendance. The Specialist works with the jail administrators and program support staff to ensure smooth and efficient operation of all programs. In addition, the Specialist maintains excellent communications with all county and state data administrators, AIU staff, and administration to acquire necessary information and documentation for reporting purposes.

DUTIES AND RESPONSIBILITIES:

1. Maintain a variety of databases and spreadsheets to track certified mail, assessments, GED testing pass rate information, internal student database, attendance, and all state or county databases.
2. Maintain current knowledge base of existing and emerging regulations, standards, policies, and guidance documents that have a direct effect on adult education programming.
3. Maintain students' program applications, pretest, and waitlists; update rosters, check security separations and email rosters to all appropriate staff and prepare monthly attendance.
4. Perform student file checks at the end of 8-week sessions and work with instructors to reconcile missing information, forms, etc.
5. Report program procedures or compliance issues and work with all staff to resolve issues for ongoing program improvement.
6. Participate in staff meetings, professional development, etc. to support program effectiveness.
7. Prepare programs and certificates for special events and graduation.
8. Strictly comply with all agency data safeguarding policies to ensure students' personal information is secure.
9. Follows program procedures for organizing and filing diplomas, student files, etc. at the end of every month.
10. Participate in appropriate Professional Development activities throughout the year.
11. Register and Proctor High School Equivalency exams.
12. Perform other duties as assigned by supervisor to ensure the program operates smoothly and efficiently..

QUALIFICATIONS:

1. Associate degree in Business, Information Management, or a related field is required.
2. At least 1 year of experience in adult educational program administration or operations, adult education experience in a correctional setting is highly preferred.
3. Knowledge of and experience with reporting aspects for county, state, and federal adult education programs.
4. Knowledge of institutional settings and correction education is highly preferred.
5. Basic level expertise in current Microsoft Office products.
6. Proven understanding of the design and functionality of database systems and aptitude for quantitative analysis.

7. Ability to track, evaluate, and interpret program data to ensure high-quality programs and services.
8. Excellent organizational skills, initiative, and ability to work with limited supervision.
9. Ability to coordinate multiple departmental functions including, tracking mail service delivery, program support, information management data analysis, etc. daily.
10. Ability to address program, jail, and instructional staff support to resolve technical issues.
11. Strong communication, interpersonal skills, organizational and recordkeeping skills.
12. Must be flexible with daily tasks and be willing to work on simultaneous projects in a challenging environment.
13. Must maintain a professional workspace as part of a high-activity shared office environment.
14. Must maintain professional appearance, communication skills, and demeanor as positive representation of our program.
15. Ability to comply with AIU policies and procedures especially for data safeguarding and confidentiality for staff and student records.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle teaching materials and supplies
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Disclaimer: The preceding description is not designed to be a complete list of all duties and responsibilities required of this position.

Reports to: Program Supervisor, Adult Education/Workforce Development

Department: Early Childhood Family and Community Services, Adult Basic Education

Position Schedule: Monday through Friday

Salary: \$35,000

Benefits: 260-day FACES Full Time Employee

To Apply: Create an on-line application and upload a cover letter, resume, PA Certificate (if applicable) and transcripts at the [AIU Career Site](#).

Please send any questions to: recruitment@aiu3.net

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practices as required by Title IX of the 1972 Educational Amendments, Title VI and Title VII of the Civil Rights Act of 1964, as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1975, Section 204 Regulations of the 1984 Carl D. Perkins Act, the Americans with Disabilities Act, or any other applicable federal or state statute.