Grace Community Education Inc.

Job Posting

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistant</td>
<td>Grace Community Education Inc., Prison</td>
<td>Site Program Director</td>
</tr>
</tbody>
</table>

**Scope of Responsibilities:** To provide administrative support to the GCE program and the Site Director at specified prison(s).

**Essential Responsibilities:** Support the College Education coordinator. Arrange interviews for all candidates. Keep files on all applicants. Register accepted students. Keep records of attendance and completion. Arrange proper textbooks for each class and student. Coordinate with each teacher to meet their class needs. Work with clerks and tutors who will support you. Notify students of grades, class changes. Count letters and coordination with DOC. Assure that rooms and tech and papers are ready. Arrange meetings with new offenders for special education interviews. Keep and report inters information. Order supplies as requested. Performs other duties as assigned.

**Qualifications:**

**Minimum:** Ability to perform Administrative Assistant tasks. Ability to acquire a DOC contractor’s badge. Approval after on site interview with GCE and DOC staff.

**Preferred:** Have a current DOC badge. Experience in the Administrative Assistant role. Experience in the DOC.

**Locations:** Correctional Industrial Facility (CIF) and Miami Correctional Facility (MCF)

**Status:** Full-time/ Non-Exempt

A completed employment application must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at [www.grace.edu](http://www.grace.edu), Employment.

**Posted:** 9/3/15

Grace Community Education, Inc. seeks a diverse work environment by encouraging women and minorities to apply.