

## **Notice of Vacancy**

### **Executive Administrative Assistant**

The SUN Area Technical Institute is accepting applications for a full time Executive Administrative Assistant. The candidate should possess an Assoc. Degree or high school diploma with experience.

Send letter of interest and the SUN Tech Pre-Employment Application, accessible at [www.sun-tech.org](http://www.sun-tech.org) by the 8/28/15 deadline, to Jennifer Hain, 815 E. Mkt. St., New Berlin, PA 17855. Successful applicant will be required to obtain current Act 34, 114 and 151 clearances.

An EOE

Responsible for assisting the Director in all aspects of operation, delivery and compliance with regulations for maintaining the career and technology education school.

Works independently to coordinate responsibilities and reporting requirements.

#### ***COMPETENCIES AND SKILLS:***

- Demonstrates advanced administrative and office management skills including strong organizational, composition, interpersonal, written and oral communication, and time management skills.
- Demonstrates the ability to prepare agendas and recording of minutes for various committees and advisory boards.
- Demonstrates extensive PC knowledge including word processing; spreadsheet; presentation; and electronic mail/scheduling software.
- Demonstrates advanced understanding of principles, concepts, and departmental and organizational policies with the ability to complete complex or sensitive assignments.
- Demonstrates the ability to comprehend extensive PA Dept. of Education regulations; PIMS reporting processes, procedures and reporting instructions and manuals.
- Demonstrates the ability to comprehend school policy and maintain compliance with PA School Code.

#### **EDUCATION AND/OR EXPERIENCE:**

- Associates Degree in business, secretarial or related field preferred.
- Minimum of 2-3 years administrative experience preferred
- High School diploma.

#### **WORKING CONDITIONS/PHYSICAL DEMANDS:**

- Work is typically performed in an office environment.