

**CENTRAL SUSQUEHANNA INTERMEDIATE UNIT**  
**PO BOX 213 - Lewisburg, PA 17837**

**JOB DESCRIPTION**

**JOB TITLE:** CSC Administrative Assistant

**ORGANIZATIONAL RELATIONSHIP:** The CSC Administrative Assistant reports directly to the Center for Schools and Communities Statewide Support Manager and in his/her absence to the CSC Conference and Professional Development Specialist.

**JOB DEFINITION:** The CSC Administrative Assistant has primary responsibility for the data/clerical activities for any of the various initiatives of the Center that support family and community outcomes, statewide support and technical assistance services and to assist staff in coordinating statewide and regional conferences and workshops.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist staff with their clerical needs. This includes the responsibility of maintaining updated databases on their project sites and contact information.
2. Assist with statewide CSC conferences and regional workshops for the Pennsylvania Departments of Education, Health and Public Welfare and other initiatives.
3. Develop and maintain current address and phone lists of network member lists, agencies and other related statewide activities.
4. Input data for multiple initiatives operated through the Center for Schools and Communities.
5. Draft memos and letters as requested.
6. Record, edit and distribute meeting minutes/notes and other related reports and materials.
7. Assist in preparation of program's meetings.
8. Coordinate/set up/cleanup for internal/external meetings.
9. Handle telephone and other communications from project staff statewide, other professional agencies and the Pennsylvania Departments of Education, Health and Public Welfare.
10. Deal professionally with the technical assistance calls received from the field.
11. Develop, maintain and distribute statewide listings of designated programs and contact persons.
12. Establish and maintain accurate collection and filing systems as needed to support the above described activities.
13. Type charts, minutes, forms, reports, proposals and other related items for assigned projects.
14. Provide general typing and clerical assistance to all staff working under the auspices of the Center for Schools and Communities.
15. Assist with general organization and operation of the Center for Schools and Communities.
16. Order supplies and materials for the assigned projects.
17. Assist with major mailings and conferences.
18. Review and distribute statewide correspondence and publications.
19. Assist with special projects.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Other duties as assigned.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- Minimum high school diploma or equivalency.
- 3 years general office experience.
- Proficient in the use of Microsoft Office Suite and database software to assist staff in entry and manipulation of data to generate reports.
- Skills in IBM compatibles required.
- Excellent typing, organizational, filing and minute taking skills.
- Excellent interpersonal and written communication skills.
- Ability to work independently and as part of a team.
- Ability to multi task and handle multiple projects at various stages.
- Current Act 151 (Child Abuse) and Act 34 (Criminal Record) and Act 114 (FBI Fingerprint) clearances are required.

**PHYSICAL REQUIREMENTS:**

- Ability to use keyboard, monitor, computers, and telephone unassisted.
- Ability to sit for long hours at the computer.
- Physical stamina to work under stress and meet deadlines.
- Bending and stretching and the ability to lift materials up to 40 pounds.
- Ability to travel and a valid PA driver's license.

**TIME REQUIREMENTS:**

- Twelve month position.
- Statewide travel for training
- Occasional overnight travel for meetings and training events.
- Ability to work extended work hours as needed.
- Attendance at work is a requirement of this position; any and all absences must be approved by the immediate supervisor.

**CSIU PROPERTY AND CONFIDENTIALITY REQUIREMENTS:**

- All property, including intellectual property, materials, equipment or actual products and services developed or accrued as part of the job duties and responsibilities listed above, is the property of the CSIU. It may not be used for personal profit or gain and will be relinquished to the CSIU upon termination of employment from the CSIU.
- The person employed in this position shall maintain confidentiality with regard to the personal and private information about clients and coworkers, programs and services and any other proprietary information accrued as a result of CSIU employment or as required by state or federal laws and regulations.
- The person employed in this position must adhere to all requirements identified in the code of professionalism entitled "Ambassadors Are Professionals, Too."

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform their supervisor and the Director of Human Resources of any and all reasonable accommodations that will be required

EMPLOYEE NAME: \_\_\_\_\_  
(please print)

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION CLASSIFICATION: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Supervisor signature)