



Position Title: Office Specialist, TSIC (Take Stock In Children)
Reports To: Finance & Data Compliance Manager, TSIC & Executive Director, TSIC
Department: Take Stock In Children **Job Code:** 4181
Prepared By/Date: Donna French/08-25-2011 **Job Group:** SNE
Approved By/Date: Thomas Albano/08-25-2011 **Salary Grade:** 12
Revised: **FLSA Status:** Non-Exempt

Summary:

This position provides a broad range of office duties associated with the proper operation and smooth function of the TSIC program and assists the Program's Executive Director and Finance & Data Compliance Manager in ensuring proper delivery of service and performance of program goals, objectives and outcomes.

Essential Duties and Responsibilities:

- Monitors and audits data collection as required by grant funders
- Enters data for reports as required by grant funders
- Assists the Finance and Data Compliance Manager with budget data entry, analyzes data, prepares report findings, and submits reports accordingly
- Assists with administration of grants and special programs
- Handles inventory and issues requisitions to replenish office supplies
- Oversees and solves day-to-day office and administrative issues that arise
- Assists with program activities
- Monitors distribution and collection of Student and Mentor surveys
- Works with program staff to coordinate schedules, events and activities
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess organizational and problem solving skills
- Ability to display initiative and work with minimal supervision
- Possess a high level of attention to arithmetic and administrative detail
- Skill and proficiency in Microsoft Office applications, Odyssey, Data Tracker, Quickbooks, and other related computer programs
- Ability to become knowledgeable of TSIC Finance division
- Possess excellent interpersonal and communication skills (oral and written), including a mastery in business English, spelling, punctuation
- Ability to work collaboratively and effectively with departments, community based organizations and other service partners
- Ability to travel to all campuses as needed
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-ethnic and multicultural environment with students, faculty, and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

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.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree from a regionally accredited institution and four (4) years of experience in responsible administrative and clerical work, of which three (3) years of experience is in a non-profit setting

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name