

Computer Learning Center – General Administrator

Summary

The Computer Learning Center – General Administrator is a mission critical, administrative, and program support position responsible for performing the necessary administrative duties and functions in order to ensure the fulfillment of requirements for a sustainable Computer Learning Center program offered by Fairhill Partners.

Responsibilities

- Assists with registration bulk mailing; maintains marketing brochure stock throughout Fairhill Partners;
- Maintains a clean and neat appearance of both Computer Learning Center classrooms;
- Checks and maintains classroom supply inventory;
- Confirms class scheduling with new students during the registration period of each new semester; summarizes student evaluations at the end of each semester;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

Qualifications

- Minimum five (5) years successful, administrative experience or equivalent specialized education;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.