Certificate Program Assistant

We are looking for a competent educational office Assistant to help with the Certificate Program in “The path to Sacred Knowledge” at ADAMS Center.   The ideal candidate will be someone with office assistant experience in an educational environment, good communications and interactions skills, ability to pay attention to detail and multitask in a time-sensitive environment.

Specific responsibilities:

    ◦   Help with marketing and publicity of the certificate program

     ◦   Respond to inquiries and follow up with all prospective students

    ◦    Assist students in registering for the Certificate program

    ◦    Track and report projected and actual enrollment numbers

    ◦    Communicate and interact effectively with students, instructors, other staff, and the community

    ◦    Provide clerical assistance to the instructors

    ◦    Develop course schedules and coordinate Quarter plans

    ◦    Edit and update website/webpages content as needed

    ◦    Schedule meetings and help organize events

    ◦    Assist with the development of reports, documents, letters, forms, and excel worksheets.

    ◦    Monitor progress on assigned tasks with essential follow ups

    ◦    Coordinate any other related tasks and assignments

Job Type: Part-time, 20-30 hours a week

If you are qualified for this job, please contact Daoud.Nassimi@adamscenter.org