

# Student Employment Job Description

**JOB TITLE:** Administrative Assistant - Alcohol and Drug FREEDOM CENTER of Knox County

**DEPARTMENT:**

**REPORTS TO:** Data & Billing Manager

**REQUIREMENTS:**

- **Recommended Education/Training:** High School Diploma, Some experience in records keeping, library processing, photocopying, filing, phone & computer typing
- **Experience/Background/Knowledge:**
  - Desired/Preferred:
    - Mature emotionally stable person with a high degree of common sense who can follow directions with ease but can handle routine office matter independently.
    - Friendly personality who can meet and cope with all types of people.
    - Experience in office procedures, scheduling and familiarizing with computer entry.
- **Skills:**
  - Strong English, Oral and Written Communication
  - Organizational
  - Public Relations
  - Data entry
- **Attire on the Job:** MVNU Dress Code Policy
- **Expectations:**
  - Mature
  - Emotionally Stable
  - Friendly Personality
  - Professionalism
- **Special Requirements:** \*No felony convictions or problems with bonding
- **DUTIES** (include but not limited to):
  - Primarily performing administrative and clerical support for Prevention Services and the Women's Grant (mailing letters, typing fliers, making phone calls, doing client surveys, making appointments for women's programs, filing, copying forms and other duties as needed)

- The Administrative Assistant may also cover the reception desk to answer phones and make appointments when the Receptionist/Clerk is unavailable.
- Will conduct Chart Audits of agency client files to assure dates and required documentation is present.
- The contractor will directly report to Data and Billing Manager, and will work under her supervision to report hours, answer questions, sort priorities and to resolve and conflicts. She will also work with other Senior Staff Member of the Management Team (the Executive Director, the Business/Office Manager, Program Manager, and the Clinical Manager). She may work for the Prevention Manager for a few hours per week and with the Women's Grant Staff for 2 hrs. per week and for the 2 hours for the Business/Office Manager doing filing and entering data.
- She will work with the Executive Director on the AV Library Project for 3 hours a week
- Other duties assigned by the Client Data and Billing Manager or the Director.

**NORMAL WORKING HOURS and DAYS:** 20 Hours per week, or as needed. Work study rate paid by MVNU or \$7.30 per hour during breaks.

*Return Completed Form to Human Resources*