WS JOB DESCRIPTION FORM

Position: Clerical Assistant
Department: Education: Early Childhood Education Program
Supervisor: Jen Gilliard, Interim ECE Program Director
Pay Range: $8.50-$9.95/hour depending on experience and training (must fall within UMW limits of $8.05 – $9.95/hr)

Description:

The ECE Clerical Assistant will perform the following duties:

- Pick-Up and sort office mail
- Respond to students’ voice/phone messages by scheduling appointments with advisers
- Run off course descriptions needed for transcript evaluations of transfer students
- Obtain signatures for off-campus ECE student forms such as graduation applications and drop/add
- Send out packets of information for ECE Program publicity as requested
- Run off copies as needed
- Order desk text book copies for ECE instructors
- Send out materials to ECE instructors as needed (e.g., DVD’s)
- Prepare materials for ECE instructors’ meetings
- Other clerical duties and projects as assigned
• Other clerical duties as needed and requested by the ECE Program Manager and the Interim ECE Program Director