Gifted and Talented Program

Title: Temporary Office Assistant

Location: 18 Normal Avenue

Job Type: Student Assistant

Days Needed: Monday - Friday

Job Description:

To assist Gifted & Talented staff in daily office operations. Responsible for providing varied clerical, accounting, and related data entry support to supervisors within the department. Provides front desk/reception coverage for Gifted and Talented Programs.

Administration and Office Management

- Preparing and managing correspondence, documents, and reports
- Taking notes, typing and distributing minutes of meetings
- Maintaining databases, operating office equipment and office space
- Executing and maintaining office systems, data management, filing and collating, maintaining calendars and schedules
- Handling incoming mail, telephone calls, inquiries, or requests
- Arranging and confirming appointments, and organizing external and internal events
- Establishing and maintaining secretarial practices in order to ensure reliable and accurate data, essential for business operations
- Liaising with external and internal contacts, suppliers or clients
- Conducting research on internet, operating, and troubleshooting office technologies
- Communicating verbally as well as in writing to respond to inquiries and providing information
- Maintain course supplies inventory
- Accounting and Financial Management
- Process bills for payment
- Process vouchers, invoices, checks, account statements, reports, and other records
- Match invoices to work orders
- Adhere to a code of confidentiality in cases where discretion must be used
- Perform other tasks as may be assigned by supervisor(s)
- Able to work evenings and weekends as necessary
- Record charges and refunds
- Ensure tracking and remittance of refunds to parents, teaching staff, and others as appropriate
- Contact individuals with delinquent accounts

Daily Duties and responsibilities

- Report to work, promptly, at scheduled times
- Answer and screen telephone calls
- Assist in conducting the business of the Gifted & Talented office
- Creating and maintaining course supplies inventory system
- Be cordial and welcoming to parents/guardians, students, staff, and visitors
- Photocopying and filing
- Data entry

**Qualifications:**

- Microsoft Word, Microsoft Excel, Microsoft Access, and Google Suite
- Excellent organizational skills
- Excellent written and verbal communication skills
- Can multitask and work to meet multiple deadlines
- Exceptional customer service skills including telephone and in person reception
- Able to work with confidential information
- Integrity, punctuality, and dependability

**Application Instructions:**

Please submit cover letter and resumé to gifted@montclair.edu. Qualified candidates will be contacted by email. If contacted for an interview, candidates should be prepared to demonstrate their knowledge of customer service skills.

**About Montclair State University’s Gifted & Talented Program:** [http://www.montclair.edu/gifted/about-us/](http://www.montclair.edu/gifted/about-us/)