



Adult Education Office Assistant

Job Description:

The Adult Education Office Assistant is a versatile position supporting Adult Education programs and proctoring PearsonVue testing centers (GED Assessment).

Requirements:

- High School Diploma/GED with some college preferred
- Have or be willing to obtain PearsonVue testing center certification
- Ability to work at multiple program locations
- Comfortable working at non Granite School District locations
- Available to work days outside the K-12 school calendar
- Available to work shift work (daytime or evening) schedule
- Comfortable working with at-risk adults including incarcerated adults
- Ability to accurately type 35 wpm
- Proficient in spelling, punctuation, and grammar
- Must have professional attitude and appearance
- Dependability a must
- Knowledge of Microsoft operating programs
- Ability to handle multiple tasks and distractions while maintaining confidentiality
- Adept at learning new computer programs

Duties include (but are not limited to):

- Review PearsonVue candidate eligibility, assign students to computer, administer test materials, proctor testing
- Manage student data in Utopia, Lumens, MyGED
- Create and complete registration materials
- Input student information and use database to create rolls, reports, and schedule classes
- Request student transcripts and keep accurate student files
- Work with the site coordinator to schedule rooms, print rolls, register students, and collect fees
- Answer phones and assist students and teachers
- Collaborate with multiple outside agency representatives (AP&P, DWS, Voc Rehab, DI, SLCC)
- Make appointments for coordinator and counselor
- Other duties as assigned

Working Hours:

- Varies - hourly, not to exceed 29 hours a week

Starting Wage:

- Classified Employee Salary Schedule Hourly Lane F Step 1 = \$14.03