

TRIO Talent Search Data Coordinator

Full-Time – 12 Months

Job Responsibilities:

- Maintain confidentiality of participant /staff info learned while completing job responsibilities.
- Prepare mailings to participants, parents, target schools, and community.
- Compose, type, and distributed meeting agendas and minutes, routine correspondences and reports.
- Maintain accurate, up to date student records and database, including all documentation relevant to participant and educational program.
- Implement Lacai database program; maintain fiscal records/reports.
- Update Student forms, and other documentation required in the Educational Talent Search program.
- Maintain Educational Talent Search inventory.
- Assist with Educational Talent Search activities such as Parent & Student Meetings, End of Year Events, College Tours, and other activities throughout the year.
- Compile and analyze data and prepare/submit accurate and timely reports.
- Schedule appointments and make travel arrangements for Educational Talent Search staff.
- Perform extra related duties as may be assigned by Program Director.
- Assist Program Director with purchases and maintain yearly budget ledger entries and balance accounts.
- Receives telephone calls and visitors; refers to appropriate staff and/or answers questions, and provides general information regarding established office policies and procedures.

Qualifications, Training, Experience:

- High School diploma required, associate degree preferred
- Two years secretarial experience OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.
- Sensitivity to needs of economically and educational disadvantaged students.
- Effective organizational skills in addition to willingness to work above and beyond the call of duty.
- Familiar with educational software preferred.
- Position does require some heavy lifting.
- Position does require some occasional evening work.