

# cornerstones Career Learning Center, Inc.

## JOB DESCRIPTION

### STAFF ASSISTANT

#### GENERAL SUMMARY:

Assist in the provision of programs for Cornerstones Career Learning Center in Huron, South Dakota. Provide assistance to Cornerstones staff in the delivery of training programs for workforce and employers.

#### MINIMUM QUALIFICATIONS:

1. High School diploma or GED.
2. Proficiency with both verbal and oral communication skills.
3. Proficient in Microsoft Office.
4. Knowledge of Google Applications helpful.
5. Minimum of one year of reception experience.
6. Fluency in a foreign language is desirable.

#### RESPONSIBILITIES:

1. Develop rapport easily with people and works effectively as part of a team.
2. Use business professionalism while representing Cornerstones in the business community.
3. Work efficiently with data entry and interpretation of data.
4. Maintain client files, including written correspondence, telephone calls, and computerized record systems.
5. Operate phone system, take messages, schedule appointments, and greet clients.
6. Price analysis of supplies.
7. Performs routine office tasks with effective grammar, typing, and filing practices.
8. Use computers to maintain files and records and correspondences to prepare reports.
9. Compile, copy, sort, and file records of office activities, business transactions, and other activities.
10. Assist staff in preparing classroom instructional materials.
11. Assist with marketing and outreach activities.
12. Analyze procedures to improve existing methods or to develop new methods.
13. Assume additional duties as assigned by the Executive Director.

#### WORK SCHEDULE

This is a permanent part-time position. Benefits and leave schedules are in accordance with the policies of Cornerstones Career Learning Center, Inc. The schedule is typically 20 hours per week, to be determined. The work schedule is typically between 9:00AM to 1:00PM Monday through Thursday with a negotiable schedule.

**EMPLOYMENT INFORMATION**

1. Wage \$10.00 an hour to start
2. Permanent Part-time position
3. Benefits
  - a. Retirement
  - b. AFLAC
4. Open until filled
5. Bilingual skills helpful but not required

**WORK LOCATION**

This position will be located in Huron, South Dakota

Apply by:

- Sending a resume to Kim Olson at Cornerstones Career Learning Center, 33 3<sup>rd</sup> St SE, Suite 202, Huron, SD 57350 or emailing to [Kim.Olson@CornerstonesCareer.com](mailto:Kim.Olson@CornerstonesCareer.com)
- Accessing [www.CornerstonesCareer.com](http://www.CornerstonesCareer.com) Career and Volunteer page
- Submitting an online application at <https://goo.gl/forms/qzD8FH8ln2WhANtf1>

Direct questions regarding job duties to Kim Olson, [Kim.Olson@CornerstonesCareer.com](mailto:Kim.Olson@CornerstonesCareer.com) or 605.353.7175