



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Recruitment Office Assistant
Payroll/Personnel Type:	12 Month
Job #:	30
Reports to:	Executive Director Business Operations
Shift Length:	8 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

Under the direction of the Executive Director Business Operations, the Recruitment Office Assistant provides assistant with the screening of parents and students.

Essential Functions:

- Serve as receptionist for RCC
- Screen parents and students for services needed and documents required to receive services
- Collect walk-in magnet/choice school applications from parents and log all applications gathered by the office
- Check District database for prior student numbers for all magnet/choice applications received at RCC
- Assist parents of student attending SLPS schools with the acquisition of required documents for application to specific magnet and choice schools with criteria
- Perform other clerical duties as assigned

Knowledge, Skills, and Abilities:

- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others
- Ability to be organized and orderly, with good attention to detail
- Knowledge of magnet school procedures and processes
- Knowledge of the procedures for the basic block school assignment process and other security and health requirements
- Ability to make routine mathematical computations and tabulations accurately and with reasonable speed

Experience:

- Excellent organizational skills with superior attention to detail
- Good computer skills with experience in Microsoft Word, Excel and Outlook programs
- Mastery of general office equipment use
- Experience working with general public in crowded settings
- Ability to compute and determine basic mathematical problems and functions

Education:

- Graduation from a general or vocational High School

Physical Requirements:

- Must be physically able to operate a motor vehicle



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- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Date
_____ Immediate Supervisor		
_____ Human Resources	_____ Date	

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.