



North Cook Regional Office of Education/ Intermediate Service Center

Position Title: Student Services Administrative Assistant

Description:

This is a full time, year round, student support position working for the North Cook Regional Office of Education/Intermediate Service Center in collaboration with several districts in the North Cook Region. Specific work schedule to be developed in collaboration with the Director of Student Services based on school and North Cook calendars. This is a non licensed position working with the school-based teams & the North Cook Intermediate Service Center team. The Student Services Administrative Assistant will support the department's organization, collect and create reports, and be the first point of contact for the various programs in the Student Services Department that serve students and schools across the North Cook region. The Administrative Assistant reports to the Director of Student Services primarily in an office environment.

Job Summary:

- Answer general inquiries from districts regarding North Cook's Student Services offerings
- Support the hiring and onboarding of various personnel including Student Advocates and Student Attendance Liaisons through interview scheduling and confirmation, managing supplies & refreshments and general support for interview teams
- Act as an intermediary to schedule meetings with schools, districts and families when needed for Student Advocates and Student Attendance Liaisons
- Communicate regularly with district and school based teams where partnerships occur; maintain databases for information and contacts
- Coordinate the data collection process for funding disbursements, newsletter creation and distribution and creation of the annual report
- Participate in regular team meetings and office staff meetings for North Cook
- Schedule, plan and support the successful implementation of family events, large meetings and events for advocates, partner schools and families
- Update website and other external communications; manage registrations and events for the department
- Oversee budgets and purchasing of supplies and materials for Student Advocates and Student Attendance Team
- Attend to other responsibilities as assigned

Preferred Skills:

- Administrative Assistant experience in a school, district or office setting
- Strong commitment to serving high needs, at-risk and historically underserved students and their families
- Possess strong problem-solving, organizational and budgetary skills
- Consistently demonstrate a friendly, optimistic and approachable attitude, expressing genuine care for the success of programs
- Ability to cooperate and communicate effectively with students, families and school personnel and ensure respect for confidentiality
- Ability to work collaboratively and independently in a variety of settings and communicate effectively across a broad spectrum of stakeholders
- Adept with technology: Google Suite (Docs/word processing, Sheets/spreadsheets, Slides/presentations, Forms, Calendar), graphics (Canva), publishing, etcetera
- Spanish speakers are highly preferred due to the needs of the students & families served

Physical Demands:

- The employee frequently is required to stand, walk, operate office equipment, sit, and occasionally to reach with hands and arms.
- The employee must occasionally lift and/or move up to 30 pounds; such as files, boxes, and paper supplies.
- Long term use of computer monitors and typing on the computer keyboard is required.

Qualifications:

Bachelor's degree is highly preferred. Experience in a fast paced or school environment is preferred. Experience with technology and Spanish speaking is highly preferred.

Salary, Benefits and Working Conditions:

The Administrative Assistant will earn a salary of approximately \$45,000-\$50,000 depending on experience, skillset and level of education. This position includes the following benefits:

- Individual Health insurance, PPO or HMO, Blue Cross Blue Shield (employee paid family insurance option)
 - Vision
 - Dental, MetLife
- Life insurance, MetLife – 1x annual salary and \$50,000

Retirement benefits for this position are facilitated through the Illinois Municipal Retirement Fund (IMRF). As a 12-month employee, you will receive 12 vacation days (adding one day annually up to 20 maximum), 12 sick days, and 2 personal days. Also, NCISC observes Federal and State holidays (4th of July, Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Break (3 days), Christmas Day, New Year's Day, Martin Luther King Jr.'s Birthday, Presidents' Day, Good Friday-Observed, Memorial Day and Juneteenth). The North Cook ROE/ISC takes a two week winter vacation and shifts to a 4-day work week (M-Th) for 10-11 weeks during the summer months.

The NCISC takes great pride in its reputation for professional educational service and support to the educational professionals, students and their families in our region and beyond. The North Cook Intermediate Service Center is an equal opportunity employer.

Application Procedure:

Individuals interested in applying for this position must complete the online application in its entirety, including a cover letter, resume, and a list of at least three professional references.

For questions regarding the position, please contact Dr. Allison Slade, Director of Student Services, at either aslade@ncisc.org or 847-803-5606.