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# Example of Education Administrative Assistant Job Description

Our company is growing rapidly and is hiring for an education administrative assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for education administrative assistant

* Preparing correspondence and reports
* Providing travel, logistical and expense reporting support for vice president and program staff as directed
* Maintaining vice president, senior staff and program-wide calendars, overseeing complex and confidential meeting requirements
* Assist with monitoring and forecasting of operating resources
* Interact with company employees at all organizational levels to gather and disseminate information
* Establish and maintain professional working relationships with senior managers and their teams
* Understand department and organizational structure, operations, policies and procedures with the ability to facilitate response to staff questions and/or communicate information
* Manage and distribute program marketing materials
* Assist Continuing Ed Administrative Assistant & Workforce Development Program Assistant
* Greet & assist Continuing Education customers

## Qualifications for education administrative assistant

* Proficient computer skills of PC, Mac, and Microsoft Office applications
* Excellent verbal and written communication skills are required to properly draft and edit memorandums, e-mail correspondence, agendas and presentations and interface with marketing leaders
* This position requires organizational skills, exemplary customer service skills, the ability to handle multiple tasks and priorities simultaneously, and the ability to work in a fast paced environment with independence and minimal supervision
* Proficient in numerous Microsoft office tools, including Access, Excel, Publisher, Word, and Power Point
* Excel in performing multiple projects simultaneously while re-prioritizing them, as necessary
* Outstanding MS Office skills, especially Excel, mail merge, ADOBE fillable pdfs, and web work/social media