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# Example of Education Support Job Description

Our company is growing rapidly and is hiring for an education support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for education support

* Provide comprehensive administrative support to two Teacher Education directors and Assistant Vice Chancellor
* Handle the disbursement of Teacher Education, and Math and Science Teacher Initiative (MSTI) program information and materials
* Coordinate RegOnline process for planning professional development meetings and training
* Assist with correspondence, reports and presentations
* Process travel approval requests and reimbursement claims, assist with department travel arrangements
* Assist with systemwide conferences, arrange meetings and conference calls, compile and create meeting materials
* Interface with various personnel at the Chancellor's Office, campuses, and statewide agencies
* Assist with special projects, perform other duties as assigned
* Like to share your passion for working with in school aged care environments
* Like to share your passion in Education, Employment and Support

## Qualifications for education support

* Experience with a college student population is strongly preferred
* Customer support experience (at least 2 years)
* Proficient with excel (formulas, VlookUp etc)
* Strong report and analytical skills
* Ability to problem solve and identify gaps in requirements
* Able to present to large audiences both in person and virtually