



Academic Affairs Associate

Location:	Main office at Atlanta Office – Peachtree Center, and other locations
Reports to:	Program Director and Admissions Coordinator
Direct Reports:	N/A
Full Time, salaried	
FLSA Status:	Exempt
Benefits:	Health/Dental/Vision benefits, 401K plus 15 PTO and one-week paid holiday (Christmas Eve - January 1)
Wage Range:	\$45,000, commensurate with experience
Apply At:	https://literacyaction.bamboohr.com/careers/37
Website:	www.literacyaction.org

Primary Responsibilities

Testing Coordination

- Oversee student test administration and coordination of all test logistics, including organization of materials, developing testing schedules, arranging Pre-ID answer documents (for any remaining paper/pencil assessments), training faculty on the testing process, ensuring the signing of affidavits by test coordinators, securing testing documents, maintaining test score binders, and ensuring state-mandated communication/notifications to stakeholders occur.
- Create and execute project plans to coordinate logistics of assessment administration and proactively communicate roles and responsibilities to leadership, faculty, and staff.
- Develop and execute an annual testing calendar for the Programs Department

Technical Support

- Provide ongoing technical support and training to students on the use of educational software including, but not limited to, Aztec, Zoom, Teams, and Webex
- Participate in and, at times, facilitate professional development sessions as requested by leadership.
- Creates and manages Aztec logins for students.

Data Reporting

- Maintain and regularly update data in Salesforce for attendance, testing, student documents, etc.
- Generate reports for use by Program Director, Admissions Coordinator, and Division Directors in analyzing the student evaluation process.
- Efficiently enters data into different platforms.

General Administrative Support

- Assist in managing the flow of paperwork.

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- Assist and facilitate Assessments at different locations
- Stays in contact with students via email/text/phone.
- Receives and organizes materials and supplies. Performs all other duties as assigned by Admissions Coordinator and Program Director.

QUALIFICATIONS

- High organizational skills and problem-solving ability, specifically, the ability to work as a self-starter - especially when calling on resources outside the organization.
- Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement; a self-starter.
- Respect for details; ability to execute accurately at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and urgency.
- Articulate communication skills – verbal, pictorial, and numerical.
- Excellent telephone etiquette, communication, organizational skills, and written and verbal communication skills.
- Desire to learn and grow professionally grow.
- General computer skills, including Microsoft Word, Excel, PowerPoint, and Project.
- Desire to invest your passion and commitment to a vision you can embrace and contribute to the organization’s growth and success.
- A willingness and flexibility to do “whatever it takes” for “whoever needs it” fosters the growth and success of the business.
- Ability to embrace and live the Organization’s Core Integrity.

Supplemental Information

Experience and Training Guidelines

Experience:

- One year of general clerical support experience. It may require lifting up to 15 lbs.

Training:

- Equivalent to completion of the twelfth grade.

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