



Mid-Hudson Teacher Center

State University of New York at New Paltz
800 Hawk Drive, Old Main 223
New Paltz, New York 12561-2442
(845) 257-2885 Fax (845) 257-2883
website – <http://www.mhtc.dcbores.org>

Immediate Job Opening

Administrative Aide to the MHTC

A. Qualifications

1. Bachelor's Degree, preferred
2. Experience in teacher center work or related field preferred
3. High level of office, organizational, programmatic, and fiscal skills

B. Job Description

The Administrative Aide shall:

1. Promote a positive image of the center;
2. Accept responsibility for budget functions of the Mid-Hudson Teacher Center:
 - a. Implement fiscal regulations and procedures of the LEA and New York State Teacher Center Program Office;
 - b. Assist in planning, executing, and monitoring the budget;
 - c. Prepare purchase orders, warrants, incidental employment agreements, process claim forms, and reconcile accounts;
3. Serve as one of the liaisons with LEA business office;
4. Complete reporting requirements:
 - a. Coordinate data collection and record keeping;
 - b. Prepare reports required by the LEA and New York State Teacher Center Program Office in a timely and accurate manner;

c. Maintain Policy Board records;

5. Manage offerings (i.e. scheduling, securing facilities, entering information on MyLearningPlan, recording payments, certifying attendance, scanning sign-in sheets, completing evaluation records,

6. Prepare instructor packets; assignments will be made by district;

7. Perform other duties as assigned by the Office Staff

This is a part time per diem position. It will be approximately 3 days per week starting mid-January 2018. Application Deadline is December 21, 2017. Applicants must send a resume and cover letter to the following address or email:

mhtcnp@gmail.com

OR

Mid-Hudson Teacher Center
800 Hawk Dr.
Old Main Bld Room 223
SUNY New Paltz
New Paltz, NY 12651