



Position: Program Coordinator
Title: Program Coordinator: EEU
Area: Experimental Education Unit
Hourly Rate: \$18-\$20

General Information

Created in 2009, the Norris and Dorothy Haring Center for Research and Training in Inclusive Education grew out of 40 years of groundbreaking work in special education at the Experimental Education Unit. At the Haring Center, families, researchers, and students work closely on their shared mission of providing high quality inclusive early learning services for children with and without disabilities, for children of many social, economic, cultural, ideological, racial and ethnic backgrounds, and for their families. The Haring Center is proud to be a leader in developing, implementing, evaluating, and disseminating strategies to help children of all abilities and backgrounds succeed, all teachers to be effective, and all caregivers feel confident and competent. The Haring Center's commitment to inclusion leads us to invest in recruiting colleagues who demonstrate experience with, knowledge of, and sensitivity to the needs of culturally and

The Haring Center has an outstanding opportunity for a **Hourly Office Assistant**. Reporting to the principal of the Experimental Education Unit, this position provides critical coordinated support to ensure smooth day-to-day operation of the Experimental Education Unit (EEU), one of the Units at the Haring Center. The EEU School offers an integrated early childhood program dedicated to improving the lives of children with developmental disabilities and other special needs as well as their families and those who work on their behalf. This position serves as first point of contact for visitors, parents, students and staff. The position includes .

Essential Functions/Major Responsibilities:

- Provide receptionist and clerical support to the Experimental Education Unit.
- Act as the primary contact for visitors to the building.
- Direct visitors to locations, meetings, and specific people and distribute parking passes as necessary.
- Coordinate scheduling of rooms via online calendars.
- Serve as primary telephone contact for the school.
- Respond to and refer inquiries from parents, staff, and the public.
- Scheduling Support to front office staff
- Provide support to the front office team such as assisting with the preparation of documents, forms, files and records.
- Create and maintain confidential student and staff files in compliance with HIPPA regulations.
- Keep Art room and supply closet organized and up to date.
- Preparation and setup for school events.
- Provide clerical support to the admissions office; i.e. preparing mailings and documents.
- Sort and distribute mail as necessary.
- Perform all other duties as assigned.

REQUIREMENTS:

- High school graduation or equivalent AND two years of experience in complex administrative support OR equivalent education/experience.
- Ability to work with diverse people with tact, diplomacy, discretion and sensitivity, and experience working effectively with senior administrators and professionals, including sensitivity in handling confidential information.

DESIRED:

- Experience working in settings with young children, teachers, and researchers.
- Customer service skills and demonstrated interpersonal communication skills.
- Ability to work both collaboratively and independently.