

Job Description – Administrative Assistant

APLUS Learning Center

Rockville, MD

Since 1998, APLUS Inc. has been providing a wide spectrum of academic services, including enrichment courses, tutoring services, test preparation, summer camp and college advisory services to K-12 students in the DC metropolitan area. APLUS's group of certified and experienced teachers, advanced class and testing materials, as well as professional and knowledgeable staff are all contributing factors to each student's success. Our mission is to equip the next generation with tools to excel in all facets of life.

Job Summary – Administrative Assistant

APLUS Learning Center is currently looking for an Administrative Assistant (AA) to help support the Executive Director and office team, maintain relationships with parents and teachers, and streamline its academic programs. This is a part-time position that focuses on both operations and customer service. The Administrative Assistant's primary role is to support a team to service existing parents, help teachers, and promote APLUS programs to prospective parents and students. This position is best suited for someone who can multi-task, has an interest in a long-term career in the education industry, has experience in interpersonal relations, and most of all, desires to create impact.

In addition to day-to-day operations, the Administrative Assistant may be involved with marketing campaigns (i.e. Facebook, WeChat, Yelp, local newspapers, and online forums) as well as our current web development project (set to launch September 2020).

The Administrative Assistant may also have opportunities to spearhead projects and train other new assistants. He/she will report directly to Operations Coordinator and/or Executive Director.

The hourly rate will depend on experience. Now that our Operations is mostly online, hours may vary a bit from week to week, but during the Fall and Spring semesters, the Administrative Assistant should expect to work Tuesdays through Fridays either from 11:30am-3:30pm or 3:30pm-8:30pm and Saturdays from 8am-5pm. During the Summer months (June through August), he/she should expect to work Mondays through Fridays either 8am-1pm or 1pm-5pm. The AA is also expected to be present at APLUS-related events, including Open Houses, whether virtual or in-person.

Responsibilities

Teacher-Related

- Develop strong relationships with teachers/parents
- Support teachers' classroom activities
- Prepare course curriculum materials and syllabi throughout Spring, Summer and Fall semesters



- Monitor and manage teacher absences and coordinate with substitute teachers
- Arrange testing and results reporting/grading
- Collaborate with the Program Directors (English and GT) on curriculum changes
- Track teacher timesheets to process payroll

Student/Parent-Related

- Assist in reporting student progress to parents
- Assist in monitoring and following up on students' absences.
- Manage student registration and tuition fees.
- Maintain relationships with parents and follow-up with them intermittently.

Office Functions Related

- General Office/Administrative functions (answering phones, replying to emails)
- Utilize digital tools such as Zoom, Google Classroom, and other apps to help streamline virtual teaching
- Plan class schedules each semester/school year.
- Student record keeping.
- Track and maintain inventory and budget of course materials and office supplies.
- Curriculum materials control.
- Create marketing materials and collaterals and maintain marketing calendar.
- Support marketing campaigns and workshop events.
- Support Operations Coordinator and/or Executive Director on various projects.

Qualifications

- Commitment to education and the next generation
- At least 1-2 years of work experience
- Ability to work in a fast-paced environment with heavy customer interaction.
- Excellent attention to detail.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Proficiency with digital tools such as Zoom, Canva, Google Classroom, Constant Contact
- Excellent oral/written communication skills in English.
- Available to work on weekday evenings and weekends
- Has access to stable internet and a working laptop and smartphone

Preferred Qualifications

- Familiar with Montgomery County Public School curriculum.
- Ability to critically think about problems and propose innovative solutions

- Experience working in a small business or the education industry.
- Enthusiasm for customer service and overall business development.
- Marketing/advertising experience
- Web Design experience
- Proficiency in an Asian language

If you are seeking a role to make an impact in the education sector and would like to be considered for the position, please email your resume and cover letter to Jocelyn Park at jpark@apluslearningcenter.com, or visit our website at www.apluslearninginc.com for more information.