

JOB DESCRIPTION

JOB TITLE: Program Recruitment Lead (9937)

Job Summary:

Under the direction of the Executive Director and/or designee, the Program Recruitment Lead, California Center on Teaching Careers (CCTC), is responsible for performing a variety of specialized and difficult clerical work, accounting functions, relieving supervisors of administrative and clerical details, and performing other related works as required. Maintains confidentiality in all matters pertaining to the work within the CCTC and with partnering agencies.

Essential Duties:

- Distributes reports, checks and mail for the purpose of ensuring that documents are routed to the correct personnel;
- Maintains schedules of appointments and meetings for the Executive Director;
- Maintains confidential files (accounts payable warrants, journal entries, cash receipts, deposits, contracts, agreements, POs, etc.);
- Greets employees and public visitors to provide information and/or referral to the appropriate individuals or division;
- Inputs data into the absence information system to maintain accurate records;
- Makes arrangements for workshops, recruitment fairs, and recruiting trips in and out of state, coordinates, and arranges the logistics of meetings between the Center and outside agencies;
- Takes and transcribes minutes of all California Center on Teaching Careers partner meetings and Advisory boards;
- Collects confidential mandated data for state and federal grants;
- Provides support to track contracts for project teachers, agencies, and independent contractors according to grant requirements;
- Maintains Executive Director's email, calendar and phone calls;
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