

PIEDMONT TRIAD EDUCATION CONSORTIUM (PTEC)

GREENSBORO, NC

JOB TITLE: OFFICE MANAGER

Send letter of interest and resume to Dr. Lillie Cox at Lillie.ptec@gmail.com.

GENERAL STATEMENT OF JOB:

Under general supervision performs a wide variety of administrative and technical functions involving public contact and office management duties as an assistant to the Executive Director and Program Manager. Within the limits of the employee's assigned authority, the employee is expected to analyze and resolve problems independently. Work involves managing the office finances and budget, creating and managing an online professional development program, coordinating locations and logistics for professional development and meetings, keeping records of attendance and minutes for meetings, organizing materials for presenters, creating and disseminating agendas and materials for job-alike meetings, maintaining contracts with facilities and contracted service providers who provide services to PTEC educators. Employee is responsible for answering the phone and disseminating information to the general public pertaining to PTEC and managing data pertinent to PTEC.

Experience working in a K-12 educational environment is preferred.

Minimum of (5) five years of professional experience in customer service, secretarial and administrative work, the operation of computer-driven word processing, spreadsheets and file maintenance programs. PTEC is a 501c (3) organization and offers a competitive salary and benefits to include insurance, paid annual and sick leave.

The Piedmont Triad Education Consortium (PTEC) is a collaboration of sixteen K-12 public school districts and seventeen higher education institutions in central North Carolina. Consortium members have created a climate in which the strengths of each agency have joined together to become the power of one committed educational community.

Services provided by PTEC:

- *Provide high quality professional learning experiences for instructional leaders.*
- *Provide highly respected forums for dialogue and debate on educational issues.*
- *Coordinate shared services and conversations between K-12 and higher education institutions.*
- *Deliver long-term training sessions on best practices in leadership for educational administrators.*
- *Collaborate to influence educational policy at the local, state and national levels.*
- *Advocate for teaching and learning that ensures all learners have equal access to knowledge.*
- *Provide specialized assistance to member institutions in the areas of planning, assessment and consultant services.*
- *Recognize and honor those educators who demonstrate exemplary behavior to ensure academic success of all learners.*

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