



Administrative Assistant- Job Description

Office Functions

- Serve as the initial contact person for SCOTA, either by phone or electronically.
- Respond to members by e-mail or telephonically, within 48 hours of initial request.
- Maintain a log of all SCOTA correspondence, and if necessary, refer to appropriate board member
- Maintain an electronic file of membership forms received, CEU requests, and advertising requests
- Send out membership verification if requested
- Maintain office equipment in good working order
- Keep track of new members by district, and let those district chairs know weekly, for them to send a welcome message to new members.
- Add members manually to website, as needed

Website Functions

- Maintain website as needed
- Coordinate CEU posting with Vice-President
- Post advertisements for courses, companies, jobs, etc.

Banking Functions

- Deposit checks as needed
- Prepare quarterly and annual financial reports, in conjunction with the Treasurer
- Maintain an accurate expense report for supplies purchased

CEU Functions:

- Admin will stamp CEUs once the sign in sheets are submitted for SCOTA administered CEUs.
- Mail or e-mail (preferred) stamped CEUs to recipients
- Keep a log of CEU information (applications, sign in/out sheets, course evaluations, etc.) for 5 years in an accessible manner (on computer, cloud, etc.)
- Prepare a sign in/out sheet to the district chair (1) day prior to districts CEU events, as well as a course evaluation (created from the application).
- Assist with webinars, as needed.
- Assist with brochures for conference and/or other events

Conference Functions:

-All conference assistance will be guided by the Vice-President. No decisions about the conference will be made without Vice-President's approval.

- Assist in making name tags, preparing folders, welcome packets, and other requested materials by the Conference Committee.
- Check on venue the day before
- Send out speaker and vendor contracts
- These functions are flexible