

Twin Cities German Immersion School Job Description

Job Title: Business and Human Resources Administrative Assistant

Schedule: 12 month/year (266 duty days)
1.0 FTE (40 hours per week; 7:30am-4pm)

Classification: Hourly/Non-exempt

Reports to: Director of HR and Operations

Salary: \$17-\$19/hour, depending on qualifications

The Twin Cities German Immersion School (TCGIS) is a Minnesota public charter school serving 600 students from Kindergarten to 8th grade. TCGIS is dedicated to its mission of “Innovative education of the whole child through German immersion. The school remains the largest German language school in North America and has consistently been among Minnesota’s most academically successful schools.

Position Summary:

Reporting to the Director of Operations and HR and other members of the Administrative Team, the Administrative Assistant will have a broad set of responsibilities that range from supporting the Director directly to supporting the day-to-day business operations of the school.

Responsibilities:

Administrative Assistant

- Provides clerical assistance to Director of Operations and HR
- Organizes meetings and documents
- Project management of special projects as needed

Business

- Responsible for ordering, tracking, inventory, and delivery of school purchases.
- Supports accounts payable and accounts receivable process including receipt tracking
- Create and maintain filing systems, both electronic and physical
- Clerical support for the Fundraising Committee
- Other duties as assigned

Human Resources

- Assisting with employment coordination and onboarding including complete paperwork, filing, and organization.
- Compiles and maintains employee files and process employees’ requests and provide relevant information
- Assists in processing payroll reports on a bi-weekly basis
- Manages accounts for Human resources database and information systems

- Prepare paperwork for HR policies and procedures
- Coordinate HR meetings and training seminars

School Culture:

- Work collaboratively, build strong professional relationships, listen to multiple views and support solution-oriented practices.
- Establish a structured, positive, and inspiring school culture.
- Create a culture of equity that values diversity and inclusion.

Qualifications:

- Minimum one year experience in a receptionist, secretarial, office coordination position
- Positive, enthusiastic attitude and commitment to customer service
- Strong organizational & communications skills
- Ability to multitask and prioritize duties
- Strong detail orientation
- Excellent interpersonal skills
- Ability to multitask and prioritize
- Computer knowledge – proficient with google Workspace (Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, Sites)
- Ability to learn quickly and be flexible
- Able to work well in a fast-paced dynamic atmosphere
- German proficiency preferred

Benefits:

As a full time position, the Administrative Assistant is eligible for employer-sponsored benefits including health, dental, life, and disability insurance; paid time off (20 days per year) and paid holidays (12 per year); and automatic enrollment to Public Employee Retirement Association.

Start Date: August 1, 2022

How to Apply:

Interested candidates should submit the following: Cover letter, resume, three references
Send all materials electronically to: employment@tcgis.org

Position open until filled

Twin Cities German Immersion School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, age, disability,

or veteran status. ADA requires TCGIS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodation.