

Contract Position for Administrative Support for the Options for Parents and Families / Charter  
Schools Division at the NMPED

Hourly Rate: \$35

Duties to include:

Provide administrative support for the Options for Parents and Families Division (OPFD) for monitoring and responding to emails:

- Monitor the charter schools email box and respond to requests for information, notifications of changes in personnel, school policies or other information as specified in all Public Education Commission's notification and amendment forms
- Accurately and efficiently update a tracking spreadsheet (a Google Sheet) to ensure information about the requests is updated daily
- Fastidiously monitor schools' submittals for completeness and readiness for approval.
- Process amendment requests for PEC approval by ensuring all forms are accurately completed, all required documents are submitted, all are properly signed and made available as PEC meeting materials
- Correspond (and document correspondences) with the schools about the status of the schools' requests, maintaining an eye for the deadlines to have a complete packet of materials ready for approval by PEC
- Maintain strong communication with staff at the CSD, including the PEC liaison who is responsible for publishing the PEC meeting agenda, and the Deputy Director and Director of the CSD
- Alert the Director and Deputy Director of any urgent matters that arise and respond to requests as needed.

Qualification:

- Some college and work experience in an office setting conducting administrative tasks.
- Proven track record of performance providing excellent customer service and responsiveness to requests for information.
- Ability to distinguish priorities and persist with challenges.
- Strong ability to learn and/or experience using Microsoft Outlook and the Google workspace, including uploading documents to the google drive and populating google sheets and/or documents; and
- Excellent references that reflect great attention to details and accuracy in data tracking.