

Position Summary:

The Center for AAC & Autism Administrative Assistant: Provides support and organization for AAC & Autism personnel to maximize their efforts to provide program services and to support maximize productivity. Facilitate the efficient coordination and implementation of LAMP seminars and other LAMP activities, including scheduling, registration, CEU's, and monitoring of quality of services and productivity.

Specific Duties and Responsibilities: Center for AAC & Autism Administrative Assistant

1. Maintain an active role with the AAC & Autism Program Operations Coordinator and other AAC & Autism personnel to support continued delivery of program services and support including but not limited to registering attendees for events, assembling and shipping materials, processing POs and other payments, managing supplies, and customer service.
2. General knowledge of PRC equipment and PRC department functions to assist in explanation of services available, overview of PRC products, basics of LAMP Words for Life, and company procedures.
3. Gain and maintain proficiency with Info CRM and Eventix.
4. Assist in monitoring the quality of services offered by reviewing and collecting data from seminar review forms and generating periodic reports.
5. Maintain accurate database by entering information correctly, clearing duplicates and removing opt-outs from email list.
6. Maintain database of LAMP certified professionals and Centers of Excellence.
7. Verify pre-requisites have been met for course registration and LAMP Certified Professional and App Partner applications.
8. Process seminar data related to ASHA CEU's
9. Assist in packaging and shipping seminar materials and conference materials.
10. Other duties as assigned.

Supervisory Responsibilities:

None.

Education and Experience:

1. Associate's degree and one to three years' experience in clerical /administrative roles preferred. Commensurate experience will be considered.
2. This individual must demonstrate a high level of organization, attention to detail, and good writing skills.

Knowledge, Skills, and Abilities:

1. Ability to coordinate the efforts of and provide support to an energetic and creative group of professionals in a manner that balances PRC's needs and maintains a strong professional identity
2. Professional, proactive and self-motivated with an ability to take direction
3. A team player with ability to work with people at all levels inside and outside the organization
4. Strong organizational skills and the ability to manage processes and analyze Information
5. Must have strong computer skills and be proficient in Microsoft Office including Word, Excel and Outlook
6. Excellent communicative and interpersonal skills, verbal and written

7. Strong problem-solving skills
8. Excellent time management skills and the ability to prioritize work

Communication Requirements:

Moderate contact with the field, customers, and other PRC departments.

Physical and Environmental Requirements:

- **Talking.** Expressing or exchanging ideas by means of spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Hearing.** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- **Repetitive Motion.** Substantial movements (motions) of the wrists, hands, and/or fingers.
- **Sedentary Work.** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- The worker is required to have **close visual acuity** to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- The worker is **not substantially exposed** to adverse environmental conditions.