



## Employment Opportunity – Job Posting

Position: Admin Assistant – Grand Learning  
Status: Part Time / Non-Exempt

Reports to: Activities Manager

### **Summary**

The Admin Assistant (Grand Learning) provides administrative support and assistance to the Activities Department and Grand Learning Office for this 45+ Active Adult Community. This includes coordinating spring and fall semester classes as well as registrations and orientations prior to each semester. Work may be checked routinely; however, employees are expected to work with a minimum of supervision. This position has a great deal of contact with community residents, visitors, and the Community Association Management (CAM) staff.

### **Examples of Position Responsibilities:**

- Communicate and interact with residents, Grand Learning volunteers, Grand Learning instructors, and Activities Department staff members;
- Manage volunteer schedule, filling in when no volunteer is available;
- Coordinate needs identified by instructors and provide classroom support;
- Prepare copies for instructors and provide room set-up instructions;
- File and record-keeping (electronic and paper);
- Manage Grand Learning Instructor handbook updates, website updates, and other administrative duties;
- Prepare catalog development;
- Coordinate class scheduling and e-mail communications with students;
- ASAP registration (online registration system) and assistance with student enrollment via ASAP online support program;
- Provide signage for stanchions outside of classroom for all classes prior to beginning of class;
- Assist with ticket desk operations as needed;
- Keep current with events and activities occurring at The Grand; and
- Perform other duties as assigned

### **Education and/or Experience:**

High School graduate or equivalent

2+ years of experience general office experience or an equivalent combination of education, experience, and/or training

Customer Service oriented

Proficient in Microsoft Office Suite

Must possess and maintain a valid Arizona driver's license

To Apply: Submit an application (located at [www.livegrandaz.com](http://www.livegrandaz.com)) to the Human Resources Department at 19726 N. Remington Dr., Surprise, AZ 85374, email [hrgrand@livegrandaz.com](mailto:hrgrand@livegrandaz.com) If you need an accommodation for either the application or interview process, please let us know prior to submitting your application.

Note: The above position responsibilities and physical requirements are only a representation of and are not all-inclusive of such for this position; the provisions of this job posting do not constitute an expressed or implied contract, any provision contained herein may be modified and/or revoked without notice; final candidates are subject to a pre-employment drug test, background investigation, and must have an AZ driver's license. Equal Opportunity Employer (EOE).