

HumanKind Early Head Start Administrative Assistant

Description of Position

HumanKind Early Head Start Lynchburg Center provides support for families and free, full-time childcare for infants and toddlers. This program promotes physical, cognitive, social, and emotional development for infants and toddlers aged 3 and younger. The student will assist the childcare program with clerical duties in the Administration Office to promote efficient processing and communication of services. Hours of Operation are typically between 7:30am-4:30pm, Tuesday-Thursday.

The student will report to the Liberty University Federal Work Study Coordinator and the HumanKind Early Head Start Center Manager. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

HumanKind Early Head Start
1200 Fenwick Dr,
Lynchburg, VA 24502

Job Responsibilities

- Inventory of resources in the office
- Copying, filing, and organizing paperwork
- Preparing registration packets
- Data entry
- Alert Family Services to child absences
- Recording attendance
- Assisting with daily data collection
- Posting community connection information

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14.41 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. To apply, click here: https://careers.liberty.edu/?job_posting=R0001083.