

# Jumpstart Administrative Coordinator

## Job Description and Expectations

### 🌀 **Job Description:**

Administrative Coordinator is responsible for maintaining a data entry and filing system for the members of the Jumpstart Program. Duties will include the collection and data-entry of bi-weekly timesheets, maintaining on-going communication with program members and Jumpstart Coordinators, as well as the filing and data entry of all required documents for Jumpstart participants. The Administrative Coordinator will order, organize, distribute, and maintain the curriculum materials, as well as communicate with Jumpstart Team Leaders and Coordinators as to the quantity and condition of the materials. Additionally, Administrative Coordinator will attend monthly PVC meetings, participate in at least two PVC volunteer events each semester, attend PVC retreats and report weekly on projects to Jumpstart Coordinators. Position requires a 10-15 hours per week commitment.

### 🌀 **Expectations and Requirements:**

- Commit to at least 1 full school year.
- Be eligible for Work Study.
- Be in good academic standing.
- Good organization and communication skills.
- Responsible and detail oriented work style.
- Have the ability to maintain a high level of professionalism.

### 🌀 **Reporting and Supervision:**

- Meet with Jumpstart Coordinators weekly to report status of tasks.
- Report to Jumpstart participants numbers of service hours earned, amount of Work Study funds and number of absentee reports.
- Meet with Jumpstart Coordinators once per semester for evaluation.

### 🌀 **Coordinator Benefits:**

- Orientation, training, and on-going supervision and support.
- The salary will be paid hourly not to exceed work-study award limit for the school year.
- Recognition (letters of recommendation, banquet).
- Gained understanding of administrative duties in regards to service organization management.
- The opportunity to make a meaningful contribution to Pepperdine and the surrounding communities.
- Excellent real-world work experience.