



Central Arizona Valley
Institute of Technology

1789 West Coolidge Avenue ~ Coolidge, Arizona 85128
Telephone: (520) 423-1944 ~ FAX: (520) 423-1822
www.cavitschools.org

ADMINISTRATIVE DATA CLERK

Submit Resume and Three Letters of Reference to: mglover@cavitschools.org

Job Open Until Filled

JOB SUMMARY:

Provide clerical support to CAVIT and answers to the Superintendent. The Administrative Data Clerk is responsible for managing communications with the public through both face-to-face meetings, telephone conversations, and email correspondence.

- Conducts exit interviews on dropped students
- Assists in preparing parent mailings
- Assists in registration activity
- Assists in preparing data reports
- Maintains student records, databases, and files
- Conducts placement data interviews on CAVIT completers
- Conducts collection of business and industry contacts
- Other duties as assigned

PREFERRED SKILLS

- Bilingual in Spanish
- School front office work experience

JOB REQUIRMENTS

- Experience working with a variety of people and situations
- Proven ability to use all aspects and programs available through Microsoft Office software
- Exemplary communications skills, both written and oral
- Ability to organize and disseminate information
- Ability to work with the public, students, teachers and other staff members
- Ability to pass background clearance

SALARY

♦ This will be a 10 month position. Salary based off of the classified salary schedule.