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JOB POSTING – 4/3/19

## Administrative Service Assistant 2 – Nashville

### Description

The Administrative Service Assistant (ASA) is responsible for conducting daily activities from the TSDN front office. The ASA is the first point of contact for staff, families, and other visitors. The ASA will provide direct support to administrative functions of the Lead Teacher.

### Qualifications

- Bachelor's degree desired with experience in full-time educational office environment
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Tennessee Driver's License
- ASL communication skills highly preferred

**Terms of Employment** State salary grade 024, \$2,393 - \$3,827

### Essential Duties and Responsibilities

- Maintain school calendar and scheduled events calendar
- File appropriate paperwork and maintain necessary records
- Schedule and plan meetings and schedule and plan events
- Receive and distribute mail
- Schedule Interpreters when needed and Interprets last minute meetings when needed
- Coordinates volunteers and interns with Administrative Assistant to the Director of Instruction
- Answer incoming calls and video phone calls, take messages, and relay information
- Manages time-sheets and maintain leave balance records for staff and coordinates with the Administrative Assistant to the Director of Instruction to complete time-sheets
- Coordinates purchasing and procurement orders
- Other duties required as assigned

### Preferred KSA's

- Preferred applicant will be able to communicate fluently through sign language
- Ability to utilize computers and Microsoft Office (Word, Excel, PowerPoint)
- Ability to multi-task and change tasks rapidly
- Organizational skills and ability to maintain a clean workspace

### Salary and Benefits

State of Tennessee Salary Grade 022, \$2,169 - \$3,148.

Benefits include medical, dental, vision and life insurance, retirement pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more. A full listing of employee benefits can be found here [Benefits Link](#).

*The applicant selected for this position must complete full background checks including fingerprinting.*

*Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.*

*Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*