

POSITION: ADMINISTRATIVE CLERK (PROGRAM SUPPORT)

BASIC FUNCTION OF POSITION

Responsible for assisting in overall administrative and program operation at the American Center (AC) which is located at a separate location from the Embassy.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible to report building and equipment needs, prepares e-service requests for all GSO repair and maintenance work for the Rangoon American Center and Mandalay Jefferson Center. Acts as time-keeper preparing time and attendance reports in the Win T&A system for PAS employees. Oversees the janitorial and gardening staff and makes sure that all cleaning and gardening services are met. Contacts copier services for photocopier/fax maintenance and malfunctions and ensures that all equipment is operational. Reports all telephone malfunctions and follows through to ensure equipment is restored to operational condition. Maintains stationery and janitorial supplies and requests replenishment as required. Purchases office supplies with petty cash for the teachers and library as needed. Escorts visitors, contractors, and audience members who come to the American Center. Ensures that no visitors are left in the building when their business is done, and especially after office hours. (40%)

Answers all incoming telephone calls and provides information to patrons on library membership, English Language Classes, TOEFL and GRE tests, and Cultural Exchange programs. Assists members of the public in person who come to the American Center and inquire about programs and cultural events. Assists with English language placement tests in the absence of Registrar. (30%)

Assists program staff in set up of seating and equipment for AC programs and classrooms. Also, assists with set up at the American Center for VIP visits. Provides audio visual support for PAS programs in the auditorium and on the lawn including running sound system and video programs. Orders food and drinks for PAS programs. Gives related tasks and instructions to janitorial staff. (20%)

Is responsible for the effective and timely distribution of publications and materials, including post produced book translations, invitations, letters, and other materials distributed in order of priority and location through government and private courier service. Arranges office supplies shipments by cargo service to Jefferson Center, Mandalay. Logs in all incoming publications, mail and packages informing appropriate PAS units and maintains storage and control of publications. Maintains inventory of publications and program equipment. (10%)