



Learningtech.org

The Miller Institute for Learning with Technology

Opening for Administrative Aide

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The Miller Institute for Learning with Technology [**Learningtech.org**], a San Carlos-based 501(c)(3) nonprofit corporation, has an opening for a part-time Administrative Aide.

Primary Duties

- 10 - 15 hours per week
- Routine errands to be performed in San Carlos, CA 94070
- Day-to-day administrative tasks, including but not limited to:
 - Pick up mail from UPS Store, 3 days per week
 - Deposit checks to nearby bank, as received
 - Scan incoming mail upon receipt and email to the correct recipient
 - Shred appropriately aged hard copy documents
- Miscellaneous tasks as needed, including but not limited to:
 - Inventory parts and equipment
 - Ship packages
 - Organize online files
 - Other tasks as needed

Potential Additional Duties

Depending on individual interest and skills, opportunities may arise to take on additional functions such as:

- Update news items on website
- Curate and organize stock photos for website and marketing purposes
- Create and edit video materials
- Assist with various technical projects

If duties are expanded, hours may be adjusted. Hours for students with work permits will comply with school policies.

Qualifications

Minimum:

- Indisputable integrity
- Eager to learn new skills
- Resourcefulness in problem-solving
- Tenacity
- Willingness to ask questions when unsure
- Lifelong learner
- Excellent written and spoken English grammar and pronunciation
- Reasonable means of transportation with appropriate licensing and insurance
- Willingness to work in an informal setting
- Schedule flexibility

- Highly organized and efficient
- Self-motivated
- Courteous
- Computer skills
 - Microsoft Office essential (Word, Excel, PowerPoint), or equivalent
 - Email, Web, Acrobat, etc.
- Customer service orientation
- Strong collaboration skills
- Able to work independently
- Passion to make the world a better place
- Three (3) strong references

Helpful Additional Qualifications

- Fluent written and spoken Spanish skills
- Familiarity with both Windows and Macintosh ideal
- Computer science or other technical skills

Compensation

- Starting compensation is targeted at \$15 per hour
- Offer will take into consideration education, other credentials, work experience, recent employment/compensation history, and nonprofit nature of Learningtech.org
- Daily posting of hours to our timesheet system is required for payroll
- Payroll is issued on alternate Fridays for work done through the previous Friday

How to Apply

- Please visit our website at www.learningtech.org to learn more about our company
- Please email resume to hire@learningtech.org; please include telephone number
- Please also provide:
 - Recent compensation history
 - Sample written work (business letter, essay, story or article)
 - Educational transcripts, diplomas, or certificates earned (copies OK)
 - Names, email addresses, and telephone numbers for three professional references
- Please do not call; we will promptly acknowledge receipt of your inquiry
- We will call or email you to arrange a virtual interview if there is mutual interest
- Recruiter contacts are NOT welcome! We do **not** pay “Finders Fees” or commissions

Learningtech.org embraces equity, diversity, and inclusion. We do not discriminate in hiring or advancement on the basis of gender, race, color, religion, age, national origin, disability, gender identity, sexual orientation, or any classification protected by law.