



THE TRAVELING SCHOOL

Program Assistant Job Description

Classification: Full-time Non-Exempt, Hourly

Wages: \$18 - \$21 hourly (\$37,440 - \$43,680 annually) DOE

Benefits package: Health, dental and vision insurance; paid holidays, annual leave and sick leave; employer-matched simple IRA, and continuing education

Reports to: Academic Dean/Program Director

Supervision of others: No

Location: Bozeman, MT (strongly preferred)

Purpose: This position oversees the student enrollment process by working closely with students and families from admissions acceptance through semester preparation and start date. Additionally, this position is part of the Program Team and works closely with the Academic Dean & Program Director to prepare and implement a well-planned and office-supported semester.

Enrollment Responsibilities (30%)

- Supports Admissions Team through admissions process as needed
 - Assists with the annual review, distribution, collection and processing of admissions paperwork
- Leads Acceptance Packet Review Process and timeline
- Manages enrollment paperwork timeline and process for Program Team
 - Oversees annual document revision, distribution, collection and processing of student enrollment paperwork.
 - Creates and updates Student and Parent Portals on website
 - Leads communication with students and parents during enrollment phase

Program Responsibilities (60%)

Pre & Post Semester

- Oversees quality, organization and preparation/clean-up of field tech (phones, computers, tablets, etc)
- Manages semester gear fleet:
 - Documents inventory and quality of gear (group gear and student rentals)
 - Coordinates student rental procedures, distribution and return
 - Makes recommendations for replacements
- Supports and participates in faculty orientation and debrief: logistics, session facilitation, pre and post semester tasks
- Organizes departure city logistics for semester start and finish
- Organizes student and program paperwork for the semester (hard copies & electronic documents)
- Deletes non-essential student files post semester

During Semester

- Maintains on-call and risk management systems
- Helps facilitate communication with parents
- Participates in teacher check-ins
- Manages semester blog
- Assists with comment editing



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- Creates and sends mid-semester and final transcripts
- On-going/ Additional
- Prepares, sends and synthesizes biannual program evaluations
- Assists with accreditation
- Provides curriculum support
- Monitors and fulfills alumnae transcript requests
- Participates in faculty hiring process
- Collects and organizes semester photographs, video and other media with Recruiting Coordinator
- Assists with website, recruiting and marketing tasks as needed

Administrative Responsibilities (10%)

- Shares office maintenance duties with administrative staff
- Assists in database management (Dropbox, Google Drive, LGL, Mylio, etc.)
- Assists with yearly budget review and planning process

Educational/Experiential Qualifications:

- Associate Degree or higher in related field, such as education, program administration or office support, with 1 year of relevant work experience.
- Excellent verbal and written communications skills
- Excellent organization, attention to detail and ability to manage multiple complex tasks
- Proficiency with technology, MS Office, WordPress (or equivalent)
- Superior interpersonal skills as a teammate and colleague
- Satisfactory completion of fingerprint based criminal background and credit checks

Success Characteristics

- Enthusiasm for and positive representation of The Traveling School's mission, values and culture
- Positive attitude, shows concern for people and community, demonstrates self-confidence, common sense and good listening ability
- Integrity, trustworthiness and sound judgment
- Thorough, analytical and organized, with attention to detail
- Willingness to give and receive feedback
- Manages and completes projects individually or on a team
- Able to prioritize and exhibit follow-through on tasks and goals to successfully meet deadlines
- Maintains professionalism and adheres to confidentiality policies and procedures

Working Conditions

- With current Covid situation, administrative staff mainly works remotely, utilizing virtual meetings. In-person meetings are optional.



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- Majority of work happens at a location of personal choice, outside The Traveling School Office. Time will be spent sitting, working on a computer, standing at an event or traveling.
- Must adhere to COVID procedures when working in person.
- Non-Bozeman-based hires will be required to complete an in-person orientation and periodically travel to Bozeman.
- May travel up to three weeks a year (in and out of state) for program-related work.
- Required to hold valid driver's license, required to provide own transportation
- Semester On-call duties may require Program Coordinator to be available, in cell and WIFI range, up to four weeks (including weekends) each semester.
- May be required to work evenings and weekends during special events.
- Full-time position (40 hours/week) with flexible work schedule possible, allowing hires to fluctuate their daily start and end times.

Commitment to Diversity and Inclusion

The Traveling School is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board, staff and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. Women, people of color, Native Americans, immigrants, LGBTQIA+ people and other underrepresented and historically marginalized groups are strongly encouraged to apply.

To Apply

Applications will be considered complete upon submitting the following to admin@travelingschool.com:

- Cover Letter
- Resume
- Four professional references using the format below

Applications will be accepted through June 1, 2022. Applications will be reviewed, and interviews may be offered on a rolling basis prior to application deadline.

NOTE: Bozeman-based applicants preferred; however, non-Bozeman-based applicants will be considered.

After initial review, The Traveling School may solicit further information from select candidates. Finalists will be asked to partake in a formal interview(s) either virtually or in person. The Traveling School is committed to taking the time to carefully review candidates and will not fill the position until the ideal candidate is found. Correspondence via email is preferred.



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Professional references

Please provide four professional references. We prefer a mix of direct supervisors and co-workers who can speak to applicant's work performance, professional demeanor and interpersonal skills. References should not be related to applicant.

Reference Name: _____

Phone: (_____) _____ Email: _____

Relationship to applicant: _____