Mid-Hudson Teacher Center  
SUNY New Paltz  
800 Hawk Drive, OMB 223  
New Paltz, NY 12561

Vacancy Notice  
Administrative Aide to the MHTC

Job Description - this position requires the applicant to be in the office at SUNY New Paltz 4 days a week

A. Qualifications
   1. Bachelor’s Degree, preferred
   2. Experience in teacher center work or related field preferred
   3. High level of office, organizational, programmatic, and fiscal skills
   4. Good working knowledge of Microsoft Excel and other tech skills

B. Job Description - All administrative duties
The Administrative Aide shall:
   1. Promote a positive image of the center;
   2. Accept responsibility for budget functions of the Mid-Hudson Teacher Center:
      a. Implement fiscal regulations and procedures of the LEA and New York State Teacher Center Program Office;
      b. Assist in planning, executing, and monitoring the budget using Excel;
      c. Prepare purchase orders, warrants, incidental employment agreements, process claim forms, and reconcile accounts;
   3. Serve as one of the liaisons with LEA business office;
   4. Complete reporting requirements:
      a. Coordinate data collection and record keeping;
      b. Prepare reports required by the LEA and New York State Teacher Center Program Office in a timely and accurate manner;
      c. Maintain Policy Board records;
   5. Manage offerings (i.e. scheduling, securing facilities, entering information on MyLearningPlan, recording payments, certifying attendance, scanning sign-in sheets, completing evaluation records,
   6. Prepare instructor packets; assignments will be made by district;
   7. Perform other duties as assigned by the Office Staff
   8. Attend Policy Board Meetings