

**NORTHWEST TECHNOLOGY CENTER**  
**JOB DESCRIPTION**  
**Revised 4/15/2026**

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**JOB TITLE:** WED/ACD Administrative Professional Alva & Fairview

**JOB SUMMARY:** Provides administrative support for the WED/ACD department, including enrollment services, front office reception, records management, customer service, accounts payable and receivable, and coordination of adjunct staff payroll.

**QUALIFICATIONS:** Education: Bachelor's Degree preferred. College or technical training required.

**Experience:** Proven success in general office administration and clerical operations. Business and industry experience preferred. Experience in a career and technical education environment or an education-focused setting is strongly preferred.

**Dependability:** Regular attendance following a designated work schedule. Must be able to attend and participate in meetings/conferences as scheduled within the school district and state and national level.

**Skills Required:** Working knowledge of standard business practices and record-keeping procedures. Proficient in computer and internet applications, including Microsoft Office and Google Workspace, with the ability to quickly learn and adapt to new software systems. Exhibits strong organizational and analytical skills, with the ability to prioritize tasks, work independently, and deliver high-quality results. Maintains excellent customer service, interpersonal, and written and verbal communication skills.

**Physical Requirements:** May require lifting, handling, and carrying books, manuals, files, and related items.

**Mental/Emotional Requirements:** Moderate to high. Requires ability to read and comprehend varied and extensive written documents. Must be able to meet frequent deadlines requiring concentrated effort. Must have the ability to multitask. Must deal with issues, problems, and deadlines which can create high stress. Must have the ability to meet the public and address issues with adult students and school patrons.

**ESSENTIAL JOB FUNCTIONS:**

1. Responds to inquiries regarding WED/ACD programs and services, including evening courses, and assists with enrollment processes, including online registration
2. Maintains and updates accurate student records (enrollment, attendance, grades, company affiliation, and personal information) using the district's student information system
3. Maintains and reconciles accounts receivable for WED/ACD clients, including preparing and issuing invoices and accurately receiving and posting payments
4. Prepares and submits weekly, monthly, quarterly, and annual reports to ODCTE, NWTC Administration, WED staff, and the NWTC Board of Education
5. Provides training and support to Night Registrars and coordinates task assignments
6. Facilitates onboarding and new hire paperwork through Express Personnel and prepares contracts and timesheets for WED/ACD employees (Alva only)
7. Performs front office and administrative support duties, including answering/directing calls, greeting visitors, coordinating facility use, and assisting with communications and scheduling
8. Serves as Health Certification Project (HCP) Test Site Coordinator, overseeing testing operations, supervising proctors, and ensuring compliance with policies and procedures
9. Coordinates test registration and scheduling, maintains security of testing materials, distributes clinical skills exams, and scores exams
10. Develops curriculum materials (handouts, tests, brochures, flyers, and templates) and assists the Marketing Director with social media and email communications
11. Assists the WED Director with class planning and scheduling and supports development of the NWTC Spring and Fall Course Catalog
12. Provides support to Career Programs Administrative Professionals and Activity Fund Custodians as needed
13. Serves as Inventory Clerk (Alva only)

**OTHER JOB FUNCTIONS:**

1. Maintains effective communication and collaborates with instructors, administration, staff, and students
2. Develops and sustains strong relationships with patrons, business and industry partners, economic development organizations, and other educational institutions to support the mission, vision, and core values of NWTC
3. Performs additional duties and assumes other responsibilities as assigned

**RESPONSIBLE TO:** Workforce and Economic Development Director

**PERSONNEL**

**CLASSIFICATION:** Support  
FLSA Non-exempt