



## Hispanic Unity of Florida

**Job Title:** Program Assistant- Data Entry & School Site Assistant  
**Reports To:** Youth FORCE Program Manager  
**Classification:** Non- Exempt Full-Time Employee  
**Schedule:** Monday to Friday; 8:00am-5:00pm  
Some weekends and after hours may be required with advance notice  
**Date Released:** March 2024

### Summary:

The Program Assistant will be responsible for providing administrative support to the Unity 4Teens (U4T) Programs and responsible for maintaining multiple database systems for multiple school sites and funders. The Program Assistant will directly support the areas of Databases, registration, and accuracy of schools' master lists. The Program Assistant will provide support to U4T Program Manager and Grant Operations Manager.

### Essential Duties and Responsibilities:

- Responsible for monitoring all student registrations into PDMS database.
  - Responsible for creating youth cases in the SAMIS database.
  - Responsible for creating and maintaining Master Lists updated with youths and family accurate information.
  - Responsible for closing cases in both PDMS and SAMIS databases.
  - Responsible for having up-to-date records of student files and for providing these to school sites in a timely manner.
  - Create Medical Rosters: Student medical/special needs information from registration.
  - Responsible for sending monthly registration update to Program Assistant – Databases Support, for monthly recruitment report.
  - Responsible for creating badges for registered students as needed.
  - Consistently monitor each school's documents required by CSC, such as group notes, schedules, pictures, etc. Ensure they are uploaded in the system/drive in a timely manner.
  - Provide guidance and quality assurance for all school documents.
  - Document any areas of improvement on schedules, group notes, teacher-youth interactions, among others and utilize the audit tool to report to the Program Manager.
  - Monitor school site schedules and make monthly visits with the Program Manager to school sites to ensure schedules are being followed accordingly.
  - Address and discuss issues and proposed solutions with Program Manager.
  - Make recommendations for improvement.
- **Daily – Duties & Responsibilities**
- Download Registrations from PDMS – save on Server (PDF form)
  - Assist parents/families with Registration.
  - Create Registrations in Master lists ensuring all fields are complete.

- Call parents with any questions about missing information and/or documentation.
  - If a student has IEP or 504 request report from parent and give to Program Manager for approval.
  - Provide parents with registration confirmation number so they can sign PDMS registration.
  - ‘Activate’ and ‘Group’ students by grade in PDMS.
  - Enter youth’s and family’s information in Master Lists
  - Ensure correct spelling of names and grades are recorded in PDMS, Master Lists and SAMIS
  - Close out cases in PDMS and SAMIS with correct closure reasons provided by success coach.
- **Weekly – Duties & Responsibilities**
    - Download Attendance Report from PDMS from each school site and place in Master list.
    - Report any deficiencies to Program Manager
- **As needed**
    - Responsible for traveling to school sites to pick-up and/or deliver program materials, supplies, and program related documentation (if needed).
    - Responsible for ensuring all program participating families have a completed and accurate registration on file in server.
    - Responsible for ensuring all consent forms are signed in PDMS registration form.
    - Responsible for following up on programmatic requests on a timely basis.
    - Perform clerical duties, such as copying, faxing, scanning, and filing as needed.
    - Performs other duties assigned by Program Manager
    - Some weekends and after hours may be required (will be notified)

**Qualifications:**

A minimum of an associate degree in business or related field. A High school diploma will be considered with a minimum of three years of administrative support experience, good written and verbal communication skills, strong organizational skills, attention to detail, computer proficiency (specifically with Excel) and the ability to work independently. Ability to travel independently with possession of a driver license and insurance policy.

*Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

I have read my job description and understand my responsibilities.

Employees Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

“This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice”.