



89-Day Hire Opportunities with the Executive Office on Early Learning

Position	Description of Duties & Expectations	Pay
Office Assistant .5 ELB / .5 EOEL	<p><u>Early Learning Board</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Posts agendas to the EOEL website <input type="checkbox"/> Monthly Meetings <ul style="list-style-type: none"> <input type="checkbox"/> Prepares sign in sheet <input type="checkbox"/> Brings name plates for Board Members <input type="checkbox"/> Makes and brings copies of prior month Board minutes and current month agenda <input type="checkbox"/> Attends Board Meetings in Person <ul style="list-style-type: none"> <input type="checkbox"/> Second Thursday of each month <input type="checkbox"/> 1:00 pm - 4:00pm <input type="checkbox"/> KCAA Ceed Center <input type="checkbox"/> Hosts the blended virtual portion of the meeting admitting participants and monitoring the chat during the meeting <input type="checkbox"/> Records and takes minutes of the Board Meeting <input type="checkbox"/> Creates minutes of the Board Meeting according to Sunshine Law and passes along to the EOEL Government Affairs Specialist to check for content <input type="checkbox"/> Sends minutes to Board Chair for final review <input type="checkbox"/> Posts minutes to the EOEL website <input type="checkbox"/> Performs a variety of skilled typing, including but not limited to transmittals, memorandum, correspondence, reports, etc. from drafts/corrected copy to final copy. <input type="checkbox"/> Types statistical reports, lists, printing requests, contract agreements, requisitions or repairs, requests for maintenance and office supplies, records minutes, and other routine typing as directed. <p><u>Executive Office on Early Learning</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Answers phones, greets visitors to the office <input type="checkbox"/> Performs a variety of skilled typing, including but not limited to transmittals, memorandum, correspondence, reports, etc. from drafts/corrected copy to final copy. <input type="checkbox"/> Types statistical reports, lists, printing requests, contract agreements, requisitions or repairs, requests for maintenance and office supplies, records minutes, and other routine typing as directed. <input type="checkbox"/> Assists with duties related to purchasing, such as preparing purchase orders, contacting vendors, receiving and maintaining inventory. <input type="checkbox"/> Determines needs for office supplies, equipment, etc.; and maintains office forms/supplies <input type="checkbox"/> Checks deliveries and invoices of all supplies and equipment against purchase orders to ensure accuracy, then distributes supplies and/or equipment to appropriate staff. <input type="checkbox"/> Performs quarterly to annual state inventories of equipment, furniture, books, and supplies; and completes inventory input sheets. <input type="checkbox"/> Prepares disposal requests and/or forms; and reconciles figures <p>Flexible work hours</p>	Office Assistant IV \$38,328 (\$18.43 hourly)



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Office Assistant EOEL Public PreK	<ul style="list-style-type: none"> <input type="checkbox"/> Answers phones, greets visitors to the office <input type="checkbox"/> Performs a variety of skilled typing, including but not limited to transmittals, memorandum, correspondence, reports, etc. from drafts/corrected copy to final copy. <input type="checkbox"/> Types statistical reports, lists, printing requests, contract agreements, requisitions or repairs, requests for maintenance and office supplies, records minutes, and other routine typing as directed. <input type="checkbox"/> Assists with duties related to purchasing, such as preparing purchase orders, contacting vendors, receiving and maintaining inventory. <input type="checkbox"/> Determines needs for office supplies, equipment, etc.; and maintains office forms/supplies <input type="checkbox"/> Checks deliveries and invoices of all supplies and equipment against purchase orders to ensure accuracy, then distributes supplies and/or equipment to appropriate staff. <input type="checkbox"/> Performs quarterly to annual state inventories of equipment, furniture, books, and supplies; and completes inventory input sheets. <input type="checkbox"/> Prepares disposal requests and/or forms; and reconciles figures 	Office Assistant IV \$38,328 (\$18.43 hourly)

Please contact Director Yuuko Arikawa-Cross at 808.784.5350
or via email at yuuko.arikawa-cross@eoel.hawaii.gov.
Mahalo for your consideration!