



POSITION VACANCY

DATE POSTED:	May 31, 2023
POSITION:	Administrative Assistant – Adult Education
REPORTS TO:	Director – Adult Education
STARTING DATE:	July 11, 2023
SALARY RANGE:	Per District Salary Schedule
WORK YEAR:	Full-Time – 12-Month Employee
QUALIFICATIONS:	Possess a high school diploma or equivalent. Associate Degree preferred. A minimum of three years of experience preferred. Demonstrate office management and general clerical skills. Have knowledge of office equipment and computer software. Possess advanced computer skills in data and word processing programs. Must be a self-starter and able to meet deadlines. Background in school record keeping is helpful. Pass BCI/FBI background check. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
RESPONSIBILITIES:	Manage the front desk to effectively and efficiently support the operations of the Adult Education Department with a focus on data management and reporting. Serve as the information center for the department while often being responsible for establishing the first impression of our institution. Duties include phone coverage, preparing requisitions, and maintaining files, reports, and records as needed for the Adult Education office staff and designated program area. Other duties as assigned.
APPLICATION DEADLINE:	June 13, 2023
APPLY TO:	Stephanie VanDusen, Executive Secretary

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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