



## POSITION VACANCY

<b>DATE POSTED:</b>	May 9, 2023
<b>POSITION:</b>	Administrative Assistant – Buffalo Campus
<b>REPORTS TO:</b>	Director – Buffalo Campus
<b>STARTING DATE:</b>	August 14, 2023
<b>SALARY RANGE:</b>	Per Negotiated Agreement
<b>WORK YEAR:</b>	207 Days
<b>QUALIFICATIONS:</b>	High school diploma or equivalent. Career Technical certificate or associate degree preferred. Previous experience as school secretary is preferred. Possess and demonstrate clerical and related office skills. Proficient in computer skills associated with secretarial position. Demonstrate strong customer service skills and professionalism. Meet requirements established by state law and the Mid-East Board of Education. Pass a criminal background check.
<b>RESPONSIBILITIES:</b>	Manage the front desk effectively and efficiently support the operations of the Buffalo Campus. Serve as the information center for the department while being responsible for establishing first impressions of our institution. Effectively complete the duties assigned to clerical positions. Other duties as assigned.
<b>APPLICATION DEADLINE:</b>	May 23, 2023
<b>APPLY TO:</b>	Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS  
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