



## POSITION VACANCY

<b>DATE POSTED:</b>	October 19, 2023
<b>POSITION:</b>	Administrative Assistant – Buffalo Campus
<b>REPORTS TO:</b>	Director – Buffalo Campus
<b>STARTING DATE:</b>	November 20, 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 preferred. Possess and demonstrate clerical and related office skills. Proficient in computer skills associated with secretarial positions. Demonstrate strong customer service skills and professionalism. Meet requirements as 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>	November 1, 2023
<b>APPLY TO:</b>	Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS  
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