



POSITION VACANCY

DATE POSTED:	October 21, 2024
POSITION:	Administrative Assistant – Adult Education Truck Driver Training
REPORTS TO:	Director – Adult Education
STARTING DATE:	November 21, 2024
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 of Truck Driver Training/CDL effectively and efficiently with a focus on scheduling, data management and reporting. Serve as the information center for the department and establish a positive first impression of our institution. Duties include phone coverage, preparing requisitions, maintaining files, reports and records as needed for the Truck Driver Training office staff and designated program area. Other duties as assigned.
APPLICATION DEADLINE:	November 4, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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