



POSITION VACANCY

DATE POSTED:	February 3, 2025
POSITION:	Administrative Assistant (Health Occupation and Public Safety programs)
REPORTS TO:	Health Occupations and Public Safety Coordinators/High School Director/Adult Education Director
STARTING DATE:	March 11, 2025
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 is 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:	Support the operations of the Adult Education Health Occupations and Public Safety departments and assist with data management and reporting. Serve as the information center for the department. Duties may include phone coverage, preparing requisitions, and maintaining files, reports, and records as needed for the Adult Education Health Occupations Coordinator, Public Safety Coordinator, staff and designated program area. Other duties as assigned.
APPLICATION DEADLINE:	February 14, 2025
APPLY TO:	Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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