



POSITION VACANCY

Date Posted: November 21, 2025

Position: Administrative Assistant – Director's Office – Zanesville Campus

Reports to: Director/Assistant Director – Zanesville Campus

Starting Date: January 5, 2026

Salary Range: Per Board Salary Schedule

Work Year: Remainder of the 2025-2026 School Year (207 Day – prorated)

Qualifications:

High school diploma or equivalent. Career-Technical Certificate or an Associate degree preferred. Possess and demonstrate clerical and related office skills. Must have proficient computer skills (Microsoft Office/Google for Education). Demonstrate strong customer service skills. Meet health requirements as established by state law and the Board of Education. Pass a criminal background check (BCI and FBI).

Responsibilities:

Manages purchasing workflow by preparing requisitions, tracking purchase orders, and maintaining accurate records. Effectively perform clerical duties which are supportive of the department. Share responsibilities for mail distribution, daily deposits and phone coverage. Manage communication with partner schools. Other duties as assigned.

Application Deadline: December 9, 2025

To apply please send your application for employment (located on our [website](#)), cover letter and resume to:

Email: svandusen@mideastctc.org

Mail to: Stephanie VanDusen, Mid-East CTC, 400 Richards Road, Zanesville, OH 43701