



POSITION VACANCY

DATE POSTED:	April 29, 2024
POSITION:	Administrative Assistant – Career and Academic Readiness Education (CARE)
REPORTS TO:	Coordinator - CARE
STARTING DATE:	June 11, 2024
SALARY RANGE:	Per District Salary Schedule
WORK YEAR:	Part-Time 11-Month Employee
QUALIFICATIONS:	Possess a high school diploma or equivalent. Experience preferred. Demonstrate office and clerical skills. Knowledge of office equipment and computer software. Must be a self-starter. Pass BCI/FBI background check. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
RESPONSIBILITIES:	Manage the front desk to effectively support the operations of Career and Academic Readiness Education Department with a focus on data management and reporting. Provide customer service and phone coverage, preparing requisitions and forms, maintaining files, reports and records as needed. Other duties as assigned.
APPLICATION DEADLINE:	May 17, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary

**MID-EAST CAREER AND TECHNOLOGY CENTERS
ADMINISTRATIVE CENTER
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