

NORTHERN TIER CAREER CENTER

ADMINISTRATIVE ASSISTANT

Anticipated position available July 2021 to provide support and management aide to the administrative team dealing with a variety of sensitive and privileged matters. Maintaining various lines of communication with staff, board members, and outside entities in a manner that is professional, diplomatic and complies with school policy is essential. In addition, the successful candidate will serve as Human Resources Officer, Joint Operating Committee Secretary, and oversee the student management system. Candidate must possess excellent organizational, interpersonal, verbal and written communication, and technology skills. Preferred experiences working in a school setting and/or Associates Degree in an administrative support/business-related field. Salary will be regionally competitive and is commensurate with experience.

Applicants should send a letter of interest, resume, references, and PA Standard Application to; Mr. Gary L. Martell, Director, 120 Career Center Lane, Towanda, PA 18848 gmartell@ntccschool.org Act 24, 34, 114, 151, and 168 Clearances will be required of the successful applicant prior to employment. **Deadline for application is June 25 or until the position is filled. EOE**