



COLUMBIA BOROUGH SCHOOL DISTRICT

"Responsible Caring Citizens serving Responsible Caring Citizens."

ANTICIPATED VACANCY October 2021

POSITION TITLE: Full-Time Receptionist/Attendance
School Term - 10 month

QUALIFICATIONS:

- Able to work with multiple software applications (PowerSchool/ Microsoft)
- Must be able to demonstrate excellent communication, interpersonal and organizational skills.
- Strong customer service skills
- Assist with general office responsibilities
- Always required to be highly confidential
- Able to communicate with adolescents

LOCATION: High School/Middle School Campus

EXPERIENCE: High School Diploma, 3 to 5 years of secretarial, administrative assistant experience a plus

STATUS: Available Immediately

PROCEDURE FOR APPLYING: All applicants need to complete the Application form, found on the CBSD website, a letter of interest and resume should be submitted to

Human Resource Department
Columbia Borough School District
200 N. Fifth Street
Columbia, PA 17512

OR email to hr@columbiabsd.org

DEADLINE: Until successful candidate is selected.

Clearances will be required upon hire (Act 24, 114, and 151)

Applications will be available for viewing by Administrators and/or committee members involved in the selection process when appropriate.

The Columbia Borough School District, an equal opportunity employer, will not discriminate in employment, educational programs, or activities, based on race, age, religion, national origin, sex, or disability. In addition, the Columbia High School, Middle School-Hill Campus, Taylor, and Park Elementary Schools are accessible to and usable by the physically disabled. Inquiries should be referred to Human Resources. The telephone number is (717) 572-3124