



COLUMBIA BOROUGH SCHOOL DISTRICT

"Responsible Caring Citizens serving Responsible Caring Citizens."

ANTICIPATED VACANCY February 2022

POSITION TITLE: Administrative Assistant to Building Principal

QUALIFICATIONS:

- Able to work with multiple software applications (PowerSchool/ Microsoft)
- Must be able to demonstrate excellent communication, interpersonal and organizational skills.
- Detail oriented
- Ability to multitask
- Knowledge of office procedures and equipment
- Required to be highly confidential at all times

LOCATION: Taylor Middle School

EXPERIENCE: High School diploma, college degree a plus, 2-4 years of administrative assistant experience preferred

STATUS: Full-time, 12 months

PROCEDURE FOR APPLYING: All candidates need to complete the district application and provide a letter of interest and resume. Application is available at our website: <https://www.columbiabsd.org/>

Please mail to or drop off at:

Human Resources Department
Columbia Borough School District
200 North 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