



**ALMA PUBLIC SCHOOLS**  
**Job Posting**

**POSITION:** Administrative Assistant  
**LOCATION:** Pine Avenue  
**REPORTS TO:** Dr. Kathy Konowalow, Principal

**REQUIRED QUALIFICATIONS:**

- High school graduate
- High proficiency in Word and Excel preferred
- Excellent office management skills
- Experience as an administrative assistant in business or education is highly desirable
- Meet requirements for background check and fingerprinting

**Job Requirements, Knowledge, and Skills:**

A successful candidate will possess:

- Successful experience working in an office setting
- Excellent verbal and written communication skills
- Flexibility to perform a broad variety of tasks simultaneously in an organized, timely and efficient manner
- Experience working as part of a collaborative team
- A high level of proficiency in the use of technology and computer applications

A successful candidate will be able to:

- Relate to and work collaboratively with maintenance director, staff, community, and vendors
- Maintain a positive and professional work environment
- Maintain a high level of confidentiality

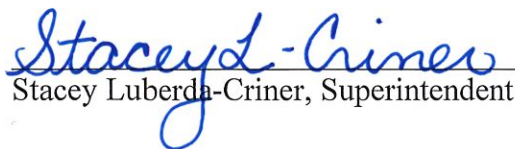
**COMPENSATION:** Starting pay \$15.02/hr. Medical, dental, vision coverage offered. Paid holidays, 2 weeks' vacation, life insurance, personal days and sick time. Retirement pension. This is a year round position.

**BEGINNING DATE: ASAP**

**APPLICATION:** Applications are available on our website under employment. Application, resume, and references should be mailed to: Yvonne Neyer, Central Office, 1500 Pine Avenue, Alma, MI 48801 or emailed to [yneyer@almaschools.net](mailto:yneyer@almaschools.net)

**DATE OF POSTING:** 02-20-2023

**DEADLINE DATE:** 02-24-2023

  
Stacey Luberd-Criner, Superintendent

  
Date

**ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**