



ALMA PUBLIC SCHOOLS
Job Posting

POSITION: Administrative Assistant – Student Services & Athletics
LOCATION: High School
REPORTS TO: Dan Falor, Principal

REQUIRED QUALIFICATIONS:

- High school graduate
- High proficiency in Google G Suite Tools 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 building administration, athletic director, staff, coaches, community, and vendors
- Maintain a positive and professional work environment
- Maintain a high level of confidentiality

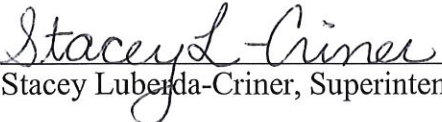
COMPENSATION: Starting pay \$15.02/hr. Medical, dental, vision coverage offered. Paid holidays, 2 weeks' vacation, life insurance, personal days and sick time. Retirement pension. This is a year round position.

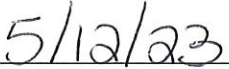
BEGINNING DATE: ASAP

APPLICATION: Interested persons should send materials to Yvonne Neyer, Human Resources Manager, at yneyer@almaschools.net. Please call (989) 466-7526 with any questions.

DATE OF POSTING: 05-12-2023

DEADLINE DATE: 05-19-2023


Stacey Luberd-Criner, Superintendent


Date

ALMA PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER