



ESSEXVILLE-HAMPTON PUBLIC SCHOOLS

303 Pine Street, Essexville, MI (989) 894-9700

JOB POSTING

Posting Date: April 20, 2023, starting August 2023

Bush Elementary School: Secretary, part-time

Hours: Monday-Friday 4 hours per day, per school year

Rate of Pay: EHESP Contract, Step 1 \$13.25

Qualifications:

- High school diploma
- Demonstrate excellent secretarial skills, general bookkeeping skills, organizational and filing skills, communication skills, and ability to use technology for word processing, data management, information retrieval, visual presentations, and telecommunications
- Be proficient in the use of Google Suites and Microsoft Office
- Demonstrate ability to communicate effectively both verbally and in writing with proper grammar and vocabulary and appropriate telephone etiquette
- Possess an enthusiastic personality and interpersonal skills as well as excellent integrity and strong moral character and initiative
- Be professional and positive team member contributing to a dynamic team supporting a wide variety of programs and initiatives
- Demonstrate ability in relating well with diverse groups, maintaining confidentiality, multitasking, meeting deadlines and schedules, working with frequent interruptions, collaborating, problem-solving, setting priorities, and supporting the team as needed.
- Ability to perform other essential duties as assigned

REPORTS TO: Building Principal

DEADLINE: May 1, 2023 or until filled

Please send copy of resume and letter of interest via mail or email to:

Miranda Antcliff, Director of Employee Services

303 Pine Street, Essexville, MI 48732 or antcliffm@e-hps.net