



MONROE COUNTY COMMUNITY SCHOOL CORPORATION

Support Administrative Assistant – 41 weeks

POSITION DETAILS:

Greet visitors promptly and professionally; answering and transferring phone calls; send parent emails; maintain reception area in a neat and orderly fashion; organize school events; manage student award recognitions; successful secretarial experience in a demanding, professional setting; professional demeanor and attitude; record of excellent attendance; excellent organizational skills; ability to prioritize and work independently; ability to communicate professionally and effectively both verbally and in writing; ability to maintain confidential information.

- 7.5 Hours/Day
- Monday - Friday
- 41 Weeks/Year

QUALIFICATIONS:

High school diploma or GED; advanced computer skills; fluent in the full range of Microsoft Office tools, especially Excel and Word; competence in creating, manipulating and using databases and spreadsheets; familiar with Google Docs; experience with the Skyward operating system preferred; friendly disposition and work independently.

The Monroe County Community School Corporation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.