

*****JOB POSTING*****
THUMB EDUCATIONAL SERVICES, INC.
Non-Affiliated Position
Administrative Assistant
April 13, 2017

Qualifications

- Associate's degree preferred.
- Two years of experience in a public school office is preferred
- Excellent communication skills, both verbal and written
- Proficient in computers and software including Microsoft Office
- Ability to work independently and make decisions in accordance with established policies
- Familiar with Human Resource functions and processes
- Familiar with Board of Education functions and processes
- Polite, courteous and tactful with the public

REPORTS TO: Superintendent of Schools

Duties and Responsibilities

1. Responsible for Human Resource Functions
2. Responsible for Board of Education Operations
3. Provide administrative support to the Superintendent of Schools
4. Other duties as assigned

Location: Johannesburg-Lewiston Central Office
10854 M-32 E
Johannesburg, MI 49751

Schedule: 52 weeks; 24-30 hours per week

Rate: Entry level \$13/hour

Deadline: April 25, 2017 by Noon

Letter of interest, resume or application should be sent/delivered to:

Thumb Educational Services, Inc.
c/o Katy Xenakis-Makowski, Superintendent
Johannesburg-Lewiston Area Schools
10854 M-32 E
Johannesburg, MI 49751