



POSITION VACANCY

DATE POSTED:	August 1, 2022
POSITION:	Administrative Assistant – Adult Education
REPORTS TO:	Director – Adult Education
STARTING DATE:	September 6, 2022
SALARY RANGE:	Per District Salary Schedule
WORK YEAR:	Full-Time – Non-Exempt
QUALIFICATIONS:	Possess high school diploma or equivalent. Excellent Customer Service skills required. Demonstrate clerical skills, including proficient computer skills. Must be able to proactively take initiative to meet deadlines. All employees must pass a Criminal Background Check. Must be an efficient team player with problem-solving abilities. Such alternatives to these qualifications as the Board may find appropriate and acceptable.
RESPONSIBILITIES:	Manage the front desk to effectively and efficiently support the operations of the Adult Education Department with a focus on assisting students. Serve as the information center for the department while often being responsible for establishing the first impression of our institution. Duties include front-line phone coverage, preparing requisitions, and maintaining files, reports, and records as needed for the Adult Ed office staff and designated program area. Other duties as assigned.
APPLICATION DEADLINE:	August 15, 2022
APPLY TO:	Stephanie VanDusen, Executive Secretary

**MID-EAST CAREER AND TECHNOLOGY CENTERS
ADMINISTRATIVE CENTER
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