

## **Administrative Assistant/Deputy Treasurer**

**Job:** This is a public facing position in our front office. This person provides support to administrative staff, teachers, students and parents which includes management of student reports, financial reports, billing, purchasing, event scheduling, communications with five school corporations and community partners. Additional duties include daily school routines and keeping the Area 30 website up to date.

**Qualifications:** Applicants must possess excellent communication, computer and organizational skills. Ability to multitask and prioritize in a fast-paced high school environment is a must. Must be dependable, people-oriented, and able to work in a group setting. Work experience in a multi functional front office environment is a plus. Applicants must have a high school diploma or equivalent.

**Hours:** Year round 8:00 am - 4:00 pm

**Starting Salary Range:** hourly rate depending on experience

**Benefits:** Paid time off and Individual Health Insurance