

NOTICE OF VACANCY

April 2, 2024

**MARLETTE COMMUNITY SCHOOLS
6230 EUCLID ST
MARLETTE, MICHIGAN 48453-1399**

TITLE OF POSITION:

**Central Office Administrative Assistant
Full Time / 12 Month Position**

QUALIFICATIONS / SKILLS:

High School Diploma required, associate degree preferred. Previous experience in administration of school business operations preferred. Experience in Microsoft Word, Excel and Google Suite preferred. Strong communication skills and strategic thinking. Ability to manage multiple tasks and prioritize effectively. Handle sensitive information with utmost confidentiality and professionalism. Maintain detailed and accurate records and collaborate. Communicate effectively with others.

DUTIES AND RESPONSIBILITIES:

Perform daily administrative clerical tasks. Cross-train in payroll, accounts payable and accounts receivable. Assist Superintendent and Board of Education with Board meetings. Other duties as assigned.

FINGERPRINTING:

New employees must have fingerprints on file with the District prior to employment. Employees will be responsible for all fees associated with the fingerprinting.

STARTING DATE:

May 2024

BEGINNING SALARY:

Based on experience and credentials

CLOSING DATE:

Tuesday, April 16, 2024 at 3:00 p.m.

Mail letter of interest and resume to: Superintendent of Schools
Marlette Community Schools
6230 Euclid St.
Marlette, MI 48453

Or Email: james.marshall@marletteschools.org

It is the policy of Marlette Community School District that no person shall be on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.