

PLEASE POST

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PUBLIC SCHOOLS OF ROBESON COUNTY  
P. O. DRAWER 2909  
LUMBERTON, NC 28359

VACANCY ANNOUNCEMENT

DATE: April 12, 2024

POSITION: Administrative Assistant to Assistant Superintendent

SALARY: **GRADE 63: \$3,005.12 monthly – Starting Salary**

DEADLINE DATE FOR RECEIVING APPLICATIONS: April 25, 2024

WORK LOCATION: Central Office

GENERAL DUTIES: To ensure the smooth and efficient operation of the office of the Assistant Superintendent so that the office's maximum positive impact on the education of children can be realized.

- QUALIFICATIONS:
- High School Diploma.
  - Associate Degree in Business/Office Management (preferred)
  - Working knowledge of administrative duties such as:
    - a) Drafts, composes and/or types letters, memorandums, agendas, minutes, special reports, summaries, and other materials by following notes or oral instructions as guided.
    - b) Uses various computer programs; word processing, publishing programs, data base and/or spreadsheets to accomplish work task.
    - c) Coordinates a variety of requests for services and time of administrators by setting and arranging schedules/appointments.
    - d) Answers telephone, take and receives messages, and greets visitors.
    - e) Coordinates the returning of calls by gathering the information necessary to answer the request.
    - f) Plans and coordinates special program and activities as requested.
    - g) Compiles data and maintains files and records.
    - h) Researches information as needed and requested.
    - i) Orders materials, tracks purchase orders, and processes invoices.
    - j) Compiles, completes, and maintains travel forms for the Assistant Superintendent.
    - k) Opens, sorts and categorizes mail, memos, and incoming paperwork for Assistant Superintendent.
    - l) Assists with budget matters as requested.
    - m) Completes all other tasks assigned by the Assistant Superintendent.

## INSTRUCTIONS TO APPLICANTS

1. The stated deadline will be strictly adhered to. All applications must be on-line with the Public Schools of Robeson County by **5:00 p.m.** on the stated deadline date in order to be considered for the position.
2. **New Applicants:** Must submit an **on-line application at:** <https://robeson.tedk12.com/hire/index.aspx>  
**Active Applicants:** Must **apply** for **this** specific job opening at: <https://robeson.tedk12.com/hire/index.aspx>  
**Current Employees:** Must submit a **letter of interest and resume** for this specific job opening.

**Public Schools of Robeson County  
Attn: Human Resource Department  
P. O. Drawer 2909  
Lumberton, NC 28359  
Telephone Number: (910) 671-6000**

3. **Selection Process:** - All applications received for this position will be reviewed by the Assistant Superintendent and the Human Resources Department. Selected applicants will be contacted for an interview. **All applications** will be retained on an active status for a period of **one (1) year**.

*The Board of Education for the Public Schools of Robeson County is an equal opportunity employer.*