

UPPER SANDUSKY EXEMPTED VILLAGE SCHOOL DISTRICT
800 N. Sandusky Ave., Suite A • Upper Sandusky, Ohio • 43351 • (419) 294-2306

JOB POSTING

Secretary Position

The following full-time position is available for the 2024-25 school year. Persons interested in being considered should send a letter of interest and resume to Renee Gagnon, HR Director, renee_g@usevs.org

POSITION: Secretary

ASSIGNMENT: Union School

QUALIFICATIONS: Prior office experience in a school setting strongly preferred; Computer skills, including Google Drive, Word, Excel; Ability to maintain confidentiality; Excellent communication and interpersonal skills, successful FBI/BCI background check

COMPENSATION: Per Negotiated Salary Agreement

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Upper Sandusky EV Schools will provide equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, national origin, citizenship status, genetic information, gender identity, sexual orientation, political affiliation, age, sex or handicap.