

GEORGETOWN EXEMPTED VILLAGE SCHOOLS
Georgetown, Ohio 45121

POSITION VACANCY
March 15, 2024

The following position will be available in the Georgetown Exempted Village School District for the 2024-2025 school year. Internal interested parties who wish to apply for this position should contact Carrie Kratzer. External parties should complete the [Non-Teaching Employment Application](#) under Employment Opportunities on the website.

Elementary School Administrative Assistant

Qualifications:

High school diploma or GED
Post-secondary business school training or equivalent
secretarial work experience is preferred
Proficient in office protocol, data entry, spelling,
proofreading, and the correct use of grammar
Accounting skills and the ability to consistently accurately
compute and record mathematical data

Application deadline:

Until Filled

For further information, contact:

Carrie Kratzer
Georgetown Elementary School
935 Mt. Orab Pike
Georgetown, OH 45121
(937) 378-6235, Ext. 2201
carrie.kratzer@gtown.k12.oh.us

.....AN EQUAL OPPORTUNITY EMPLOYER.....

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, “protected classes”), or any other legally protected category, in its programs and activities, including employment opportunities.