

COSHOCTON CITY SCHOOLS
1207 Cambridge Road
Coshocton OH 43812
(740) 622-1901

To: Staff
From: Kathy Robbins, Director of Curriculum and Learning *ker*
Date: January 9, 2018

Administrative Assistant
.50 FTE Administrative Assistant to the Director of Curriculum and Learning
.50 FTE Assistant to the Treasurer, Accounts Receivable

Location: Administration Office
Hours: Exempt Full-time, 12 month
Rate: Commensurate with experience
Shift: Days (8am – 4pm)

Requirements:

Previous executive administrative assistant experience in a district office or higher education setting preferred. Post-secondary business school training or equivalent work experience desirable.

Job Objective:

Perform a variety of administrative duties for the Director of Curriculum and Learning and the Treasurer to help the administration run an efficient organization. These duties include, but are not limited to:

- fielding telephone calls
- extensive use of computer and Microsoft Office
- assisting with the preparation and arrangement of professional development
- collect, compile, edit and post data in order to create reports as directed
- prepare written correspondence as requested
- organize and maintain a functional computer and hard copy filing systems
- create and follow up on purchase requisitions and purchase orders
- management of special projects, grants, inventory and accounts receivable

This position requires strong communication skills, both written and oral, necessary to build confidence and goodwill. The position requires extensive software skills in Microsoft Office with demonstrated fluency in excel and database management. The successful candidate must be an analytical thinker who takes initiative to perform routine tasks independently and can juggle multiple high priority tasks simultaneously. The candidate should have a proven record that demonstrates strong attention to detail, with proactive and thorough follow-up skills.

Applicants may be required to create sample documents in word, excel and publisher on site under time limits to assess software proficiency. Successful candidates will have the most error free and professional output that falls within the expectation of the Administrators.

Interested individuals should submit a letter of interest, resume and three references to the Treasurer of Coshocton City Schools, 1207 Cambridge Road, Coshocton, Ohio 43812 by the **end of day on Monday, January 22, 2018.**

****Please Post****