

WELLINGTON EXEMPTED VILLAGE SCHOOLS

VACANCY ANNOUNCEMENT

The following position is available for appointment. Applications for hire will be accepted until filled. Eligible persons possessing the required qualifications and wishing to be considered for the job should apply online at Ohio Department of Education Jobs: (<http://education.ohio.gov/About/Education-Jobs>).

If applying in writing, include a statement of qualifications with your application and send it to: Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090

JOB TITLE: **ADMINISTRATIVE ASSISTANT**
(Non-Bargaining Unit Position)

ASSIGNMENT: **Executive Secretary to the Superintendent**

QUALIFICATIONS:

- **Extremely proficient in computer applications (MS Office, email, PowerSchool, EMIS, etc.)**
- **Ability to maintain and operate a variety of office equipment and machines.**
- **High school diploma or Associate's Degree, preferred.**
- **Demonstrated ability to maintain confidential communications.**
- **Superior organizational and time management skills.**
- **Excellent accuracy and attention to detail.**
- **Self-Starter - must be able to work without supervision.**
- **Ability to work under pressure and meet deadlines.**
- **Excellent communication and interpersonal skills.**
- **Exceptional attendance record as demonstrated from previous work experience.**
- **Knowledge of school operations essential.**
- **Knowledge of school financial procedures essential.**
- **Documentation of a clear BCI & FBI record.**

DUTIES: Per Job Description

HOURS: 8 hours exclusive of lunch, or as assigned

WAGES: Negotiable

(June 16, 2020)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.