

March 21, 2019

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SPRUCE MOUNTAIN SCHOOL DISTRICT

RSU73

Jay, Livermore, Livermore Falls

Central Office Administrative Assistant PART TIME (20 hours / week)

Description: Provide comprehensive, varied administrative and clerical support to Central Office, Curriculum Office and Business Office. To assure smooth, efficient and accurate operation of the Central Office for maximum positive impact on the educational system.

Qualifications:

- Three years' successful office experience or college degree in office management.
- Proficiency in office procedure / bookkeeping, keyboarding, office equipment operation, maintenance, business machines and computer as well as computer software.
- Ability to make decisions without close supervision, must be accurate, efficient, and capable of handling detailed work assignments.
- Knowledge and practical experience in Microsoft Word, Excel and Publisher.
- Excellent public relations skills including courteousness and good verbal communications.
- Ability to maintain self-control and complete tasks with frequent interruptions.
- Proven ability to work independently and be self-motivated; also work cooperatively with other personnel.
- Familiar with networks and data back procedure.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.
- Ability to cover when the Superintendent's Administrative Assistant is out of the office.
- Hold a valid State of Maine Criminal History Record Check approval.

Application Requirements:

- Completed application
- 3 current letters of reference
- Resume / cover letter
- Criminal History Record Check

All interested candidates must submit a letter of intent to:

Superintendent of Schools
9 Cedar Street, Livermore Falls, ME 04254

Email submissions may be sent to lwhite@rsu73.org

Applications available at www.rsu73.com

Closing date: when suitable candidates are found

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