

EATON RAPIDS PUBLIC SCHOOLS
Eaton Rapids, Michigan

PLEASE POST

VACANCY NOTICE

INTERNAL POSTING

Position: **CLERICAL ASSISTANT**

Building: Lockwood Elementary (1 Position)
Greyhound Intermediate (1 Position)

Starting Date: 2010-2011 School Year

Rate of Pay: \$9.65 Probationary/\$10.41 Base

Hours: 6 hours per day (Determined by Supervisor)

Qualifications:

1. High School diploma
2. Demonstrated ability to work independently, learn quickly, and adapt to change.
3. Must have excellent communication skills; experience handling difficult people and situations
4. Must have experience in dealing and maintaining confidential materials
5. Strong keyboarding skills and knowledge of email, internet, Microsoft Word, Excel
6. Experience in using systems like the Skyward student data management system

Duties:

1. Serve as a receptionist by assisting the public, students, parents and staff in a positive, friendly, and helpful manner when interacting in person or on the telephone
2. Assist with enrollment of new students, pupil accounting, and immunizations
3. Assist with purchasing teaching supplies
4. Provide information to public regarding the programs offered at Lockwood Elementary or Greyhound Intermediate

Apply in Writing to: Mrs. Diane Binkowski, H.R. Coordinator
912 S. Greyhound Drive
Eaton Rapids, MI 48827
Phone: 517/663-1155 Fax: 517/663-2236
Email: dbinkowski@erpsk12.org

Application Deadline: July 30, 2010

Date of Posting: July 23, 2010

Authorized Signature: _____
Collin Smith, Chief Financial Officer

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, sex, color, national origin, age, or disability.