



March 29, 2017

External Posting

Administrative Assistant – Counseling and Athletics

The Clinton Community School District is seeking a full-time administrative assistant for the Counseling & Athletics Department based within the high school. This is an 11-month position with a starting wage of \$14.50/hr. but pay may be adjusted based upon experience. Work schedule is Monday through Friday, 7:45 a.m. - 3:45 p.m. The position includes a benefit package which includes: WRS with life insurance option, holiday pay, sick and funeral leave prorated to July 1, single health insurance plan, and a family dental plan.

Candidates must be service and detail orientated, hardworking, professional and flexible. Excellent computer skills with knowledge of Microsoft Word, Excel and Publisher a must. Experience using Google Apps and Skyward student management system is a plus. This person will be a self-starter with the ability to work well independently and with others. Candidates must be able to maintain confidentiality of student records, possess strong oral and written communication skills, have the ability to type 35 words per minute, and have efficient money handling skills.

Candidates must have a high school diploma. Start date will be April 2017. Applications will only be accepted through WECAN #5288. Applicants are required to complete the clerical question set, submit a cover letter, resume and a listing of professional references. This position will remain open until filled.

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MIDDLE SCHOOL

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HIGH SCHOOL

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