



---NOTICE---

June 6, 2024

The District Office is now accepting applications for the following position.

Level 3 Administrative Assistant

Kiel High School

40 hrs/wk 42 wks/year

Interested individuals should upload into WECAN an introductory letter, resume, and 3 letters of reference.

Applications will be accepted until the position is filled.

Salary and Benefits as provided in the Kiel Support Staff Handbook

SOME JOB EXPECTATIONS

- Provide secretarial duties to the high school school counseling department;
- Professionally interact with all staff, parents and students;
- Good oral and written communication skills; telephone and interpersonal public relations skills;
- Proficiency in keyboarding and file/recordkeeping;
- Knowledge of computers and software programs including Microsoft Office, Google Platform, and student management systems preferred;
- Capable of working without close supervision, able to show initiative;
- Knowledge of all office equipment;
- Demonstrate the ability to interact professionally with students of all ages, as well as parents and staff throughout the district;
- Ability to keep staff and student matters confidential;
- Perform all secretarial duties as assigned by the school counselors and/or building administrator

The Kiel Area School District is an equal opportunity employer and does not discriminate against applicants on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientations, or physical, mental, emotional, or learning disability or handicap.