



POSITION VACANCY

The vision of Tolles Career & Technical Center is to **LIFT All Students**

If these words resonate with your personal mission, we might be a great fit.
Our job is clear. Our direction is up. And our students, lifted.

POSITION: Administrative Assistant

POSTED: Monday, March 6, 2023

REPORTS TO: Superintendent

APPLICATION DEADLINE: Until Filled

STARTING DATE: May 1, 2023

JOB SUMMARY: Tolles is seeking an outstanding individual to provide administrative assistance to the Superintendent. The successful candidate shall exercise independent judgment, initiative, and confidentiality under the general supervision of the Superintendent.

- Ability to communicate effectively with school board members, administrators, district staff, and community members.
- Expertise with all Microsoft Office products as well as web-based platforms, such as Google.
- Experience handling multiple work tasks with accuracy and confidentiality.
- Strong attention to detail, ability to work with daily interruptions, and high level prioritization skills.
- Excels at providing excellent customer service.
- Exhibits a strong work ethic and internal motivation.
- Experience in career and technical education is highly desirable.
- Candidate must pass a criminal background check, and meet other employment requirements.

EDUCATION AND/OR EXPERIENCE:

- A High school diploma and/or Post-secondary business school training is desirable
- Must be proficient in Microsoft Applications including Word, Powerpoint, and Excel
- Hold or willing and able to obtain a public notary commission

SALARY & CONTRACT: 260 day contract with 10 days of vacation and 12 paid holidays; salary will be based on experience and according to the Tolles EMIS/Assistant Treasurer salary schedule

APPLICATION PROCESS:

Submit Tolles application, resume, references, college transcripts and certifications/credentials to:

Tolles Career & Technical Center

7877 US Highway 42 S | Plain City OH 43064
(614) 873-4666, ext 4221 | (614) 873-6909 fax
hr@tollestech.com

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

....An Equal Opportunity Employer....