

Olivet Community Schools

Olivet, MI 49076

July 30, 2010

Job Vacancy: OHS Secretary – Part-time position, 7 hours/day
Classification IV of Support Staff Handbook

This is a school year position, plus 10 days in the summer.
Work hours: 7:15 a.m. to 2:45 p.m., 7 hours per day.
Approximate wage: \$10.50/hour; No Medical Benefits available.

Qualifications:

- High School Diploma required.
- Ability to maintain a positive attitude with students, parents and staff required.
- Integrity, strong work ethic, and confidentiality required.
- Computer skills required. Knowledge and proficiency in Microsoft Word and Excel required.
- Must be able to pass all pre-employment requirements: unprofessional conduct check, criminal history check, drug screening.

If interested, submit letter of interest and resume to:

Olivet Community Schools
Randy VanDyke, Principal
255 First Street
Olivet, MI 49076

Deadline: August 16, 2010 or until filled.

Olivet Community Schools is an equal opportunity employer.

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