



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Early College & Dual Enrollment Admin Assistant - Part Time 25 Hours Per Week

January 4, 2024

### Job Summary:

Under the direction of the coordinator, the administrative assistant is responsible for assisting in the duties and responsibilities of the early college and dual enrollment office.

### Qualifications:

#### Required:

- A. High School diploma or general education degree
- B. Proficient use of computers including knowledge and use of Google products and student data systems
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Demonstrated success as a collaborator and proven team player
- E. Demonstrated successful communication skills with students, staff, parents, and community

### Desired Characteristics:

- A. Prior secretary/office experience preferred
- B. Ability to handle many job responsibilities and prioritize duties
- C. Experience working with an early college program
- D. Ability to manage time and prioritize tasks effectively with a high level of autonomy

### Duties:

- A. On-Site hours required
- B. Coordinate the early college application process and assist families with next steps under the direction of the early college team
- C. Liaison with college billing departments for schedule and invoice purposes
- D. Assist with all early college and dual enrollment administrative systems (in-person events, billing, pupil accounting, grade reports)
- E. Communicate effectively with students, staff, and parents
- F. Prepare communication including letters, mailings, newsletters
- G. Ability to work independently and cooperatively; excellent work habits, planning, and organization
- H. Provide support for all duties and responsibilities related to the Gull Lake Early College Office and serve as a frontline contact for the GLEC office
- I. Perform other duties as assigned by administration

### STATEMENT OF NON-DISCRIMINATION

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

### CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

**Application Deadline: Open Until Filled**

**Start Date: ASAP**

**Salary: \$15.00 per hour**

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)