

MELISSA M. STILLEY
SUPERINTENDENT

JANICE FULTZ RICHARDS
BOARD PRESIDENT



DEADLINE: February 14, 2024

The Tangipahoa Parish School System (TPSS) is now accepting applications for the following:

POSITION: OFFICE ASSISTANT II (12 Months) (2 Positions)

SALARY: \$25,788 - \$35,864 (Based on verified years of relevant experience)

LOCATION: Human Resources Department – Central Office
Amite, LA

CRITERIA: High School Diploma or Equivalency Certificate and must have one of the following:

- At least two (2) years of experience in an office or human resources setting.
- Successfully completed coursework leading to an Associate Degree in Office Administration or Human Resources related area.
- Successfully completed coursework at a State Approved Vocational School, Business School, or J.T.P.A. sponsored school in office management, human resources or related field.
- A Bachelor's degree or higher will be accepted in lieu of the above requirements.
- Diplomas, certificates, and other supporting documentation must be submitted with the application.

Applications for these positions will only be accepted through the Unified Talent website. Paper applications and/or email scanned attachment(s) will not be accepted or processed for consideration. The Unified Talent online portal can be accessed two ways:

- TPSS website (www.tangischools.org) - Click **EMPLOYMENT**; or
- Unified Talent website: (<https://tangischools.tedk12.com/hire/index.aspx>)

Submit your application through the Unified Talent portal before the deadline of **February 14, 2024** even if a previous paper application is on file with TPSS Human Resources. Previous paper or email applications will not be considered.

The Tangipahoa Parish School System is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability.

DATE ADVERTISEMENT POSTED: February 5, 2024

TANGIPAHOA PARISH
SCHOOL SYSTEM

59656 PULESTON ROAD AMITE, LA 70422 P: 985 748 7153 F: 985 748 8587 TANGISCHOOLS.ORG