



POSITION VACANCY

DATE POSTED:	September 23, 2024
POSITION:	Administrative Assistant – Buffalo Campus
REPORTS TO:	Director – Buffalo Campus
STARTING DATE:	October 28, 2024
SALARY RANGE:	Per Negotiated Agreement
WORK YEAR:	207 Days
QUALIFICATIONS:	High school diploma or equivalent. Career Technical certificate or associate degree preferred. Previous experience as a school secretary is preferred. Possess and demonstrate clerical and related office skills. Proficient in computer skills associated with secretarial positions. Demonstrate strong customer service skills and professionalism. Meet requirements as established by state law and the Mid-East Board of education. Pass a criminal background check.
RESPONSIBILITIES:	Manage the front desk effectively and efficiently support the operations of the Buffalo Campus. Serve as the information center for the department while being responsible for establishing first impressions of our institution. Effectively complete the duties assigned to clerical positions. Other duties as assigned.
APPLICATION DEADLINE:	October 7, 2024
APPLY TO:	Stephanie VanDusen, Executive Secretary-Central Office

**MID-EAST CAREER AND TECHNOLOGY CENTERS
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