

*Dr. Andrew Oberg
Superintendent**Mrs. Kara E. Gardner
Assistant Superintendent**Mrs. Allison Willis
Business Manager & Board Secretary*

FROM: Kara Gardner
Assistant Superintendent

DATE: September 28, 2026

SUBJECT: **ADMINISTRATIVE ASSISTANT VACANCY**

The following vacancy exists in the District. Questions relative to this vacancy should be directed to Mrs. Gardner. Electronically submitted letters of interest and resume are acceptable and can be emailed to kara.gardner@gslions.net and janice.alloway@gslions.net. Please observe the indicated deadline for submission of letters of interest.

Individuals interested in the following position should submit a letter of interest and resume no later than 4:00 p.m. on **Monday, October 26, 2026**.

INDIVIDUALS WHO ARE NOT DISTRICT EMPLOYEES SHOULD SUBMIT AN ENTIRE APPLICATION PACKET, including: letter of interest, resume, GSSD application; letter(s) of recommendation; Act 34, 151 and 114 clearance forms. Additional documents will be required if offered employment. All items must be received for your application to be considered. Please refer to the website for the application process.

10-Month Athletics & Transportation Administrative Assistant: Full-time, permanent position available. Rate set at \$16.00/hour. Single-person benefits are offered.

The position is located at:

- Athletic Office - Greensburg Salem High School

Individual serves as the primary administrative support professional for the Athletic Director & Transportation Coordinator. Responsibilities include, but are not limited to, communicating with coaches, referees, game managers, and athletic organizations; assisting with district transportation needs; coordinating schedules and managing athletic resources; maintaining student-athlete records; overseeing departmental files and required athletic and transportation documentation; photocopying and scanning materials; sorting and processing mail; answering phone calls; processing purchase orders and check requests; and assisting with additional duties as assigned.

Equal Opportunity Employer

The Greensburg Salem School District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other legally protected status.