



(Internal/External Posting)

STAPLES-MOTLEY ISD #2170 is accepting applications for an:
Administrative Assistant to the AD/CE Director

Location: Staples, MN 56479

Position: Full Time support staff

Salary & Benefits: \$26.40 per hour - *Benefit information available at isd2170.org*

Reports to AD/CE Director

Posted: 10-23-2026 - Open until filled

Qualifications & Skills

- High School Diploma or equivalent required (additional secretarial training or Associate degree preferred).
- Minimum 1-2 years of clerical or administrative office experience, ideally within a school district or recreational environment.
- High proficiency with Microsoft Office (Word, Excel) and Google Workspace. Experience with student registration databases is highly valued.
- Outstanding verbal and written communication, strong attention to detail, a welcoming customer-service approach, and an ability to protect student confidentiality.

Job Responsibilities

Community Education Support:

- Process registrations, fee collections, and cancellations for early childhood, youth, and adult enrichment classes via the district's Staples-Motley Community Ed Arux Portal.
- Coordinate class materials and communicate logistics directly with community education instructors and participants.
- Assist in processing public facility use requests and applications according to the district's Facility Use Policy.

Activities & Athletics Support:

- Maintain seasonal team calendars, game schedules, and ticketing allocations across digital regional platforms including Bound and Hudl.
- Coordinate student athletic transportation, dispatch game officials, and manage specific scheduling requests for student events.
- Help track required student sports physicals, athletic registrations, and MSHSL compliance documents.

General Office Operations:

- Provide direct clerical assistance to the Athletic & Community Ed Director.
- Act as the initial point of contact for parent, staff, and public questions regarding program updates or operations.
- Manage basic invoicing, receipt tracking, and purchase orders for the department.

To apply, please send letter of interest, resume, and 3 letters of recommendation to:

Staples-Motley School District

905 4th ST NE

Staples, MN 56479

Or email materials to: apply@isd2170.org