Butler Tech
Human Resources

EMPLOYMENT OPPORTUNITY

POSITION	Administrative Assistant to the Superintendent's Office
LOCATION	Central Office
GENERAL DESCRIPTION	This Administrative Assistant position will provide high-level administrative support to the Superintendent's office.

QUALIFICATIONS

- Minimum of High School diploma required.
- Associate's degree in Business or related field **OR** equivalent combination of certifications/education and/or experience preferred;
- Extremely proficient in Microsoft Office Suite or similar software with the ability to learn new or updated software, software credentials/certifications preferred;
- Computer skills in the creation of presentations in addition to typing/keyboarding skills;
- Willingness and ability to work as a team member;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Professional tact, confidentiality, and diplomacy in presentation with administration, staff, teachers, students, parents, and the community;
- Valid driver's license, reliable transportation, and vehicle insurance;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

STARTING DATE	No later than July 1, 2022
SALARY	From $57,750 – 75,352 based on experience
BENEFITS	A comprehensive benefits package includes medical, dental, vision, and life insurance; tuition reimbursement; paid sick and vacation time
WORK YEAR	260 days/year (12-month calendar); 8 hours/day
DEADLINE	Until filled (Priority deadline: Friday, April 29, 2022)
APPLY TO	Butler Tech Careers