

## ADMINISTRATIVE ASSISTANT – HURON AREA TECHNICAL CENTER

EDUCATIONAL QUALIFICATIONS:	<ul style="list-style-type: none"> <li>Associate degree in Business, Marketing, or related field, preferred</li> </ul>
MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> <li>Pass and maintain School Employment background check</li> <li>Adhere to the HISD Mission, Vision, Guiding Principles, and Expectations on the HISD Website, <a href="http://www.huronisd.org">www.huronisd.org</a> homepage</li> <li>Physically and mentally capable of rigorous work (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)</li> </ul>
ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:	<p>As the HATC Administrative Assistant, you will support the HATC staff, students, visitors, and Visions School of Cosmetology Salon guests. Your responsibilities will include performing clerical duties as directed by the administration and striving to develop positive relationships with staff, students, and guests. Your role will be instrumental in ensuring the smooth operation of the HATC.</p> <ul style="list-style-type: none"> <li>Provide a safe and welcoming environment by greeting guests and following secure entry procedures at the front doors</li> <li>Monitor security cameras throughout the school environment</li> <li>Perform guest entry and building check-in procedures for the building, as well as Visions School of Cosmetology Salon</li> <li>Monitor HATC driving passes for students as well as sign-in/out</li> <li>Sign in and out students for parent pick-ups</li> <li>Assist with the planning and marketing of HATC events and update the main entrance TV with announcements</li> <li>Perform clerical and reception duties and maintain HATC supply inventory</li> <li>Maintain and be efficient with scheduling room reservations for both in-house and outside reservations</li> <li>Main coordinate for room reservation activities (communicate with presenters/hosts, print materials, order and serve food, set up technology, and perform check-in procedures)</li> <li>Receive, sort, and handle all postage/mail handling</li> <li>Perform set-up and tear-down duties, such as water Wednesdays and staff lunches</li> <li>Proficient computer skills, including Microsoft Office Suite</li> <li>Use technology for communication, as well as an instructional and organizational tool</li> <li>Support administrators and teachers to increase efficiency and effectiveness</li> <li>Demonstrate the ability to work without direct supervision</li> <li>Participate in professional development opportunities and demonstrate a commitment to continuous learning</li> <li>Regular and consistent in-person attendance</li> <li>Valid driver's license with reliable transportation</li> <li>Other responsibilities as deemed appropriate by the supervisor</li> </ul>
TERMS:	<ul style="list-style-type: none"> <li>Wage and benefits per HISSA Bargaining Agreement <ul style="list-style-type: none"> <li>Single subscriber medical, dental, optical, life insurance, and long-term disability, effective on start date, or cash-in-lieu of benefits</li> <li>Retirement through the Michigan Office of Retirement Services (ORS)</li> <li>Paid Sick, Personal, and Weather Days</li> </ul> </li> <li>195 workdays, 7.5-hour day, may require occasional summer/evening hours</li> <li>FLSA: Non-Exempt</li> </ul>

**STATEMENT OF ASSURANCE:** It is the policy of the Huron Intermediate School District not to discriminate on the basis of race, color, religion, national origin or ancestry, sex (sexual orientation and gender identity), gender, disability, age, height, weight, marital status, genetic information, or any other legally-protected characteristic, in its programs, activities, or employment. Inquiries regarding this nondiscrimination policy should be directed to the Superintendent, Huron Intermediate School District, 1299 S. Thomas Road, Suite 1, Bad Axe, Michigan, 48413, (989) 269-6406.

APPLY TO:	<p><b>Send a cover letter and resume with references to Julie Toner: <a href="mailto:jtoner@huronisd.org">jtoner@huronisd.org</a></b></p> <p>Applications will begin being reviewed on Friday, August 19, 2025. Candidates are encouraged to submit their applications before this date to ensure consideration; however, the position will remain open until filled, and applications received after the review date may still be considered.</p>
POSTING DATE:	Friday, September 12, 2025
START DATE:	As soon as possible