

ADMINISTRATIVE ASSISTANT – HURON AREA TECHNICAL CENTER

EDUCATIONAL QUALIFICATIONS:	<ul style="list-style-type: none"> Associate degree in Business, Marketing, or related field, preferred
MINIMUM QUALIFICATIONS AND SKILLS:	<ul style="list-style-type: none"> Two years experience as a secretary, administrative assistant, bookkeeper, or with clerical experience Pass and maintain School Employment background check All HISD staff must adhere to the HISD Mission, Vision, Guiding Principles, Expectations, and staff handbook on the HISD Website, www.huronisd.org/homepage Physically and mentally capable of rigorous work (capable of standing and sitting for extended times and lifting or pushing a minimum of 50 pounds)
ESSENTIAL DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:	<p>The Administrative Assistant is responsible for assisting in clerical and administrative support duties to optimize workflow procedures in the office for the students, Assistant Principal, Principal, and Administration team.</p> <ul style="list-style-type: none"> Answer phone calls and redirect them when necessary Ability to type 50-60 words per minute / proficient in Microsoft Office Suite Clerical duties such as scanning, printing, and filing Supply order/receiving Maintain student records and assist with student record requests Responsible for purchase order/invoice entry & credit card receivables Responsible for accounts receivable and payable of resale business or events at the HATC Responsible for managing HATC purchasing cards & Internal Reports Register students and staff for Career Tech Student Organizations (SKILLS, HOSA & DECA) Responsible for managing the HATC Red Rover substitute time off system Manage night and adult offerings / manage staff conference registrations and expense reports Collaborate with instructors and staff regarding the Advisory Committee (mailings, etc.) Serve as backup to other HATC Administrative Assistants Use technology for communication, as well as an instructional and organizational tool Demonstrate the ability to work without direct supervision Participate in professional development opportunities and demonstrate a commitment to continuous learning Regular and consistent in-person attendance Valid driver's license with reliable transportation Other responsibilities as deemed appropriate by the supervisor
TERMS:	<ul style="list-style-type: none"> Wage and benefits per HISSA Bargaining Agreement <ul style="list-style-type: none"> Family subscriber medical, dental, optical, life insurance, and long-term disability, effective on start date, or cash-in-lieu of benefits Retirement through the Michigan Office of Retirement Services (ORS) Paid Holiday, Sick, Personal, and Act of God Days 205 workdays, 7.5-hour day, may require occasional summer/evening hours FLSA: Non-Exempt
APPLY TO:	<p>Send a cover letter and resume with references to:</p> <p>Julie Toner HR Specialist, Huron ISD jtoner@huronisd.org</p> <p>Applications will begin being reviewed on February 26, 2024. 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:	Tuesday, February 13, 2024
START DATE:	Monday, April 1, 2024