



Joshua Wenning, Executive Director
Cindy McKinney, Program Director Chris Gamble, Treasurer Ruth Ayres, Director of Lead Learners
Mckenna Kraynik, Executive Assistant Breana Estep, SubService Coordinator
Holly Chaille, College & Career Pathways Coordinator

Region 8 Education Service Center

1027 W Rudisill Blvd. Fort Wayne, IN 43807 Phone: (260)423-0030 Fax: (260)423-0031

Web: www.r8esc.k12.in.us

Office Assistant

Description

Office Assistant – Region 8 Education Service Center

Part-Time Position (maximum 50 hours every TWO weeks). Preferred start date of December 2024 but taking applicants until filled. The Region 8 ESC office is located at The Summit (1027 W. Rudisill Blvd., Fort Wayne, IN 46807).

Interviews may be scheduled as soon as applicants apply and will continue until the position is filled.

The job is Monday-Friday from 6:00am – 11:00am, No weekend shifts, office is closed on major holidays as well. Combination of in-person and remote work location available.

Starting Pay: \$16.00/hour

Job Description

The Office Assistant will report to the Executive Director. The position provides leadership to the main office and direct support to the substitute teacher management system. Proficient use of Microsoft Office products, phone system, office equipment, and software programs required. Training will be provided for the web-based software system utilized by Region 8 to schedule and manage school employees and substitutes. The Office Assistant position may also require additional duties such as maintaining a database of member school information, corresponding with members schools to update information, providing logistical support to events being hosted onsite, greeting guests to the office, and other projects and duties as assigned.

Job Responsibilities and Expectations

- Provide high levels of customer service
- Support daily telephone operations
- Basic computer skills including web-based software, Microsoft Office, Microsoft Excel, and word-processing skills
- Solid communication skills, both verbal and written
- Be a team player, able to work collaboratively with others in a small office setting
- Be a self-starter and able to work independently
- Be reliable, dependable, positive, with a desire to help others
- Dress professionally for an office environment
- Must have reliable transportation to get to work each day
- Must be able to pass a drug test and background check
- Other duties as assigned

To apply, email cover letter and resume to info@r8esc.k12.in.us with the subject line “Office Assistant” or mail your resume and cover letter to:

Region 8 ESC
Attn: Executive Director
1027 W. Rudisill Blvd., Box 17
Fort Wayne, IN 46807