

WHITE LAKE AREA COMMUNITY EDUCATION (WLACE)

Business Office – 541 E. Slocum Street – Whitehall, MI – 49461 – 231-893-0515

Job Posting

Post Date: May 2023

Position Description: Administrative Assistant

Application Deadline: Applications will be reviewed as received

WLACE is seeking the position of Administrative Assistant to become a part of the office team. This position performs a broad range of duties in support of the efficient operation of all WLACE programs, its staff and students in a positive, caring environment.

Qualifications

- High School Diploma, Associates preferred
- Previous Secretarial and / or Administrative Assistant Experience, preferably in a public school.
- High level of understanding and accuracy in typing, filing, and computer/word processing skills.
- Strong organizational and problem-solving skills.
- Understanding of typical office procedures and record keeping techniques.
- Strong analytical skills and ability to input, access and use data.
- Excellent written, verbal and interpersonal skills.
- Confidentiality
- Complex thinker
- Problem solver
- Cooperative and collaborative worker
- Self-directed achiever

Responsibilities:

- Supervise the office; provide leadership for other office personnel.
- Welcome students, parents, community members and assist them in a polite, professional manner.
- Maintain administrator and building event calendars.
- Assist with maintaining program website.
- Schedule and complete new staff hire paperwork with new employees.
- Staff record keeping (i.e. training logs, basic personnel information).
- Assist with scheduling staff training and submitting SCECH requests.
- Perform daily office tasks such as:
 - Sort and distribute incoming mail, copying, filing, etc.
 - Act as phone operator and receptionist.
 - Ordering office supplies
- Share in student enrollment duties.
- Assist with pupil accounting reports and audits.
- Able to operate and maintain all office equipment.
- Maintain confidentiality in all aspects of the position.
- Assist WLACE Director and senior staff where needed.

Wage and Benefits:

- This is a 204-day school year position from August through June.
- Starting hourly wage: \$18.50.
- Single coverage health insurance, retirement, paid personal and sick days.

Individuals interested in applying for this position should email their letter of interest, resume and the names and contact information of three professional references to: tommoore@wlace.org

WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461
Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.