



HIGH SCHOOL ADMINISTRATIVE ASSISTANT:

This position provides a variety of administrative support as assigned by the High School Principal. The qualified candidate must have the ability to perform advanced, complex and often confidential secretarial work with a broad scope of responsibilities. Candidate must be highly organized and have the ability to effectively and efficiently work on multiple projects at the same time with little to no supervision.

This position is the first contact for HS parents, students and teachers and must greet and assist in a courteous manner and act as a positive role model with a desire to make a difference in the lives of students.

This is a full-time, 10-month, at-will position August-May and reports to work one day a week in June-July. Minimum qualifications for this position include a high school diploma, desired, or G.E.D., supplemented by additional administrative courses preferred, and one-year experience working in an office environment, preferred, or any equivalent combination of training and experience, which provides the required knowledge, skills and abilities.

To apply for this position, send a cover letter and resume to hr@metroca.com