

UNIVERSITY SCHOOLS VACANCY ANNOUNCEMENT

Position Title: Administrative Assistant (1.0 FTE)

Qualifications and Experience: The person in this position will serve as an Administrative Assistant, primarily to the Director of Schools. This person must work effectively with the Director, staff, students and families, be able to enter attendance and be willing to do all tasks related to a school office and other administrators. This is a twelve month position with a shortened summer schedule.

Position Description:

- High school diploma, associate's degree or specialized courses in office management or equivalent experience
- Infinite Campus experience preferred
- Advanced oral and written communication, interpersonal, time management, problem solving and report preparation skills
- Advanced computer software skills(i.e. Office Suite)
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Willing to help with supervision and have flexible hours (i.e. special events, etc.)
- Bilingual preferred, but not required

Licenses, Registrations or Certifications:

- Background check required for hire

Salary and Benefits: Benefits include health, life, dental and vision insurance options as well as retirement in the Public Employees Retirement Association.

Contract and Application Deadline: In order to be considered, the following items must be submitted:

- a. Letter of interest
- b. Resume
- c. Two letters of reference

Applications must be received by Friday, February 18, 2016. Materials should be addressed to:

Search Committee
University Schools
6525 W. 18th Street
Greeley, CO 80634
(970) 506-7017
(970) 506-7070
business-manager@universityschools.com