

POSITION VACANCY

Position:	Adult Education Administrative Assistant
Reports To:	Adult Education Director
Starting Date:	October 19, 2009
Salary Range:	Commensurate with experience per salary schedule
Work Week/Year:	40 hours per week/248 day contract
Requirements:	Associates Degree Pre-employment computer skills exam Excellent communications skills. Effective organizational, planning and project management skills.
Responsibilities:	Coordinate admissions process. Prepare and maintain student transcripts. Maintain student management system. Respond to program and course inquiries. Assist with business operations and financial aid processes. Greet and assist visitors. Maintain electronic and hard copy records and reports. Perform other specific job-related duties as directed.
Application Deadline:	October 15, 2009 Kimberly S. Davis, Superintendent Ohio Hi-Point Career Center 2280 St. Rt. 540 Bellefontaine, OH 43311-9594 kdavis@ohp.k12.oh.us