

Richmond School is hiring for an Administrative Assistant.

QUALIFICATIONS:

This position requires excellent communication skills and the ability to work with administrators, parents, teachers and the community. The individual will be required to multi-task, and have advanced computer skills. School Newsletter is a task that must be completed weekly. Ability to manage time efficiently and perform responsibilities according to district policies and procedures.

HOURS:

4 hours/5 days a week on school attendance days.

APPLICATION PROCEDURES:

Interested candidates should send a cover letter of interest, resume, and three letters of recommendation. Materials should be received by Steve Behrendt at Richmond School District.