Position Description
Northport Public School
Assistant Secretary

POSITION TITLE: Assistant Secretary

REPORTS TO: Superintendent

LOCATION: Northport Public School Main Office

STARTING DATE: When filled

RATE OF PAY: $24 per hour, Full-Family Medical Insurance

SCHEDULE: 8:00 AM to 4:30 PM mid-August through mid-June

PREFERRED REQUIREMENTS: College degree, human resources or marketing experience

JOB SUMMARY: Assist the office manager in all daily office duties.

QUALIFICATIONS:

- Confident with Microsoft Office & social media sites
- Ability to operate office equipment (i.e. copier, multi-line phone, postage machine, etc.)
- Personable and patient
- Ability to multitask in a busy environment with regular interruptions

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support students, staff, and families with everyday needs
- Support weekly print and digital newsletter
- Answer phone and direct calls
- Create programs, awards, etc.
- Assistant in data collection and reporting
- Assist in basic human resources responsibilities
- Assist the Testing Coordinator

DEADLINE TO APPLY: Until filled

TO APPLY:

Send letter of interest and resume to Neil Wetherbee, Superintendent, Northport Public School, 104 S Wing St Northport, MI 49670 or electronically to nwetherbee@northportps.org. Electronic attachments should be sent as one document.

Neil Wetherbee
Superintendent
nwetherbee@northportps.org

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Northport, MI 49670

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