

POSITION	Secretary
LOCATION	Monroe Campus, Natural Science Center
GENERAL DESCRIPTION	<p>This role will contribute to the efficient operation of the office by performing clerical functions. This position has a customer service focus and works closely with administrators, counselors, teachers, other support staff, students, parents, and other stakeholders.</p> <p>The hours for this position will initially be 7:15am – 3:15pm but may adjust after training is complete.</p>
QUALIFICATIONS	<ul style="list-style-type: none"><li>• Minimum of high school diploma required;</li><li>• Minimum of three years of secretarial experience;</li><li>• Proficient in Microsoft Office Suite or similar software <u>and</u> online database systems with the ability to learn new/updated systems;</li><li>• Excellent typing/keyboarding skills;</li><li>• Willingness and ability to work with students and staff as a team member;</li><li>• Willingness to jump in and learn new things in order to help our school community;</li><li>• Able to take on and execute short- and long-term projects;</li><li>• Pleasant, enthusiastic personality for face-to-face and telephone-based customer service;</li><li>• Service minded, congenial, and courteous demeanor;</li><li>• Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, multi-tasking, and organizational skills;</li><li>• Valid drivers' license, reliable transportation, and vehicle insurance;</li><li>• History of strong work record, including good job attendance; and</li><li>• Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.</li></ul>
START DATE	July 2025
SALARY	Based upon experience (\$18.87 – 21.77/hour; \$34,721 – 40,057/year)
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays
WORK YEAR	230 days; 8 hours/day
DEADLINE	Internal: March 14, 2025; External: Until Filled
APPLY TO	<a href="#">Butler Tech Careers</a>