



Date Posted: August 28, 2019

Application Deadline: Until Filled

Career-technical education center is looking for a:

PART-TIME SECRETARY - EVENINGS

Polaris Career Center is a public career-technical training center. Our dynamic educational environment is committed to quality learning.

STARTING DATE: TBD

REPORTS TO: Director of Adult Education

SALARY:

- \$17.87 - \$25.02 per hour based upon appropriate step on salary schedule.
- Up to ten years of experience may be credited.

WORKWEEK/YEAR:

- Per Board-approved 12-month calendar.
- Monday through Thursday 2:30 p.m. - 9:00 p.m. (26 hours per week).
- Includes flexible days and time as assigned.

BENEFITS:

- Sick leave, holidays, and up to three (3) approved personal days per year.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent and a satisfactory pre-employment skills test score.
- Previous experience in a school and/or Adult Education setting.
- Excellent typing and math proficiency.
- Computer experience and ability to use Word, Excel, and Internet to prepare and/or process information.
- Able to compile, edit, and prepare correspondence, memos, notes, and statistical reports.
- Able to maintain functional file system.
- Able to maintain tact and positive relations with all levels of management, staff, students, and the public on the phone and in person.
- Excellent customer service skills.
- Able to communicate effectively, both orally and in writing.

APPLY TO: Submit your resume and letter of interest to Human Resources and send to HR@polaris.edu

DISCLAIMER: In accordance with Title VI of the Americans with Disabilities Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, Polaris Career Center's policy prohibits discrimination on the basis of race, color, sex, national origin, religion, veteran status, disability, ancestry, economic status, military status, or age in its educational programs, activities, services or employment policies.

The Board does not discriminate on the basis of legally acquired genetic information.

If you are having a problem or have questions or concerns regarding compliance with Title IX or Section 504, contact: Assistant Superintendent, Title IX and Section 504 Coordinator, 440.891.7600.