MAISD
Muskegon Area
Intermediate School District
630 Harvey Street
Muskegon, Michigan 49442-4278

NOTICE OF INTENT TO EMPLOY

POSITION: Communications Administrative Assistant

QUALIFICATIONS:

1. Possession of a high school diploma or its equivalent; Associate's Degree preferred.
2. Possession of excellent communication and customer service skills.
3. Demonstrated proficiency with a variety of word processing, desktop publishing, and data entry systems.
4. Possession of excellent organizational and interpersonal skills.
5. An ability to prioritize and address multiple tasks and responsibilities.
6. Minimum of two (2) years secretarial or receptionist experience.

REPORTS TO: Public Information Officer

ESSENTIAL FUNCTIONS:

1. Operates VoIP telephone equipment.
2. Answers questions of callers and directs calls to appropriate staff.
3. Greets all visitors courteously, determines their needs, checks appointments, and directs them to proper person or location.
4. Assumes responsibility for typical administrative assistant duties including word processing, desktop publishing, data entry and reports, spreadsheet creation, and correspondence composition.
5. Coordinates online calendaring program for organizational events and prepares reports as directed.
6. Assists Public Information Officer with proofreading and editing of brochures, reports and other documents pertaining to the work of the Public Information Officer.

STARTING DATE: Approximately September 1, 2010

TERMS: This is a full-time position with full benefits.

SALARY RANGE: The hourly rate for this position is from $11.88 to $14.16 (hiring range).

APPLY TO: Please provide a letter of interest and current resume online at www.muskegonisd.org/jobs.

CLOSING DATE: August 9, 2010

POSTED: July 23, 2010

Susan W. Meston, Superintendent

The MAISD adheres strictly to its policy on non-discrimination in all programs, services, activities, and employment. Discrimination is prohibited on the basis of race, creed, color, religion, national origin or ancestry, gender, age, height, weight, marital status, disability, or genetic information. Discrimination inquiries may be directed to (231) 767-7250 (disability) or (231) 767-7213 (all other).