

Position Type: Administrative Assistant with an emphasis on Human Resources

School Year: 2024 / 2025 (July 1st start date)

Lonedell R-14 School Facts:

- Preschool through 8th grade
- Current enrollment – approximately 350
- Current number of certified staff: 33
- Current number of classified staff: 26
- Current Administrative staff: Superintendent, Principal, and Special Education Director

Position Details: This is a full-time, 12-month position with benefits.

Education and Experience:

- Experience with spreadsheets.
- Computer literate and proficient in general software applications.
- Experience in a school environment.
- Administrative Assistant or other related experience preferred.
- Clear criminal fingerprint and background check.

Essential Duties and Responsibilities:

- Ability to organize and prioritize with an emphasis on details
- Ability to multitask in a fast-paced work environment
- Ability to interpret data for importing and exporting information to and from multiple databases.
- Advanced skills in the use of Microsoft Excel and Word
- Ability to maintain confidentiality
- Strong interpersonal skills
- Excellent written and verbal communication skills.
- Ability to be independent and self-driven
- Professional demeanor with the public and displays proper phone etiquette

Salary: Commensurate with education and experience on the H column of the pay scale.

Physical Demands:

- Repetitive hand motions and prolonged use of a computer. Requires the ability to communicate effectively using speech, vision and hearing. Requires the ability to lift, carry, push or pull light items, up to 30 pounds.

Application Material: Please complete the Support Staff application which can be found at www.lonedell.org, under District Information, Human Resources.

- Letter of Interest
- Resume

**All documents are required-partial or incomplete application materials will not be considered or reviewed.*

Documents can be emailed to Sarah Grus sgrus@lonedell.org.