

# Job Posting

**Dates of Posting**  
**Monday, May 7<sup>th</sup> – Friday, May 11<sup>th</sup>**  
(Internal posting dates)

## **Superintendent's Executive Secretary (Non-Certified)**

260 day contract & 7 paid holidays

### **Job Objectives:**

Serves as confidential executive secretary to the superintendent. Provides administrative support that assists with the effective management of career center operations.

### **Preferred Minimum Qualifications:**

- Proficient in office protocol, and technology business equipment & protocols.
- Ability to interact comfortably and confidently with the public.
- Record keeping skills and ability to organize & maintain contractual data accurately.
- Multitasking ability and strong interpersonal skills.
- Strong organizational, planning and project management skills.
- Proficient in data entry, spelling, proofreading and the correct use of grammar.
- Proficient in the use of computer software programs.
- Complies with drug-free workplace rules and board policies.
- Provides documented evidence of a clear criminal record.
- Preference may be given to candidates with office management experience.

**Salary:** Commensurate with experience

**Deadline to submit application: Friday, May 25<sup>th</sup> at 3:00pm**

Interested applicants should submit a letter of interest, a Vantage Career Center Employment application, resume and three letters of reference to:

Rick Turner, Superintendent  
818 N. Franklin St.  
Van Wert, OH 45891  
or  
[turner.r@vantagecareercenter.com](mailto:turner.r@vantagecareercenter.com)

Vantage Career Center is an Equal Opportunity Employer

The Vantage Career Center Administration reserves the right to not fill this position.