

Vacancy Posting Notice

Job Title: Administrative Assistant

Location: CESA 2 Innovation Center Suite 219

Whitewater, WI 53190

Start Date: July 26, 2017 or soon after

Program Name: JEDI Virtual School

Program Director: Dr. Leslie Steinhaus

School Year Total FTE: 0.4 (Varies)

Per week—Part time position-

Year Round Total FTE: NA

Starting Wage: \$15.00 per hour-- 15-16 hours per week- 44 weeks

Brief Job Description: Perform general office (clerical) duties

Qualifications: Minimum of high school diploma- preferred technical school/college

Education/Experience: Experience at a help desk preferred.

Skills Required: Must have experience with Microsoft Office, Windows, Excel, Power Point, Website, Google Docs. Web Design or maintenance a plus. Must have good communication skills-- writing, listening and people skills plus have the ability of solve problems. Customer service orientation is necessary. Position requires managing multiple tasks, the ability to prioritize and organize. Position confidentiality is a must.

How to apply: Send Resume to: Leslie Steinhaus—lmsjedi@cesa2.org

Application Deadline: July 10, 2017

Advertised in: Various news sources and CESA 2/JEDI Website

Approved: Leslie Steinhaus, JEDI Director

Date: June 26, 2017

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