Oak Lawn Community High
School District 229
Dr. Shahe Bagdasarian
Superintendent

Position:
On-Call Secretary

Qualifications:

- High school diploma
- Must be available on an as-needed basis, with assignments beginning as early as 7:30 am on weekdays
- Proficient computer skills and basic office procedures
- Strong interpersonal and communication skills, with the ability to work effectively and professionally with students, staff, and visitors
- Strong organizational skills with the ability to manage multiple tasks and priorities
- Previous secretarial, administrative or office experience preferred

Job Description:

The On-Call Secretary provides administrative support on an as-needed basis when regular secretarial staff are unavailable. This position may provide coverage in various offices throughout Oak Lawn Community High School.

Responsibilities may include answering phones, greeting and assisting students, staff and visitors, preparing documents, assisting with general office tasks, and providing other support as needed.

Posting Date: 9/25/206

Compensation: $18/hr

Closing Date: until filled