



EASTLAND-FAIRFIELD

CAREER & TECHNICAL SCHOOLS

4300 Amalgamated Place
Groveport, OH 43125

Shelley Groves
Superintendent/CEO

POSITION VACANCY PLEASE POST

POSITION:	Secretary to AWD Director
REPORTS TO:	Adult Workforce Director
APPLICATION DEADLINE:	Open until position is filled
STARTING DATE:	ASAP
QUALIFICATIONS:	High school diploma/GED; Proficient in Google applications, Adobe, and Microsoft Office Suite, specifically Excel and Word applications; Have strong verbal and written communication skills; Be able to work independently and as part of a team; Prioritize multiple demands to meet deadlines; Have a professional attitude and the ability to maintain positive interpersonal relationships; Higher education background and previous experience with requisitions, purchase orders, and invoice payments preferred; Successfully pass a BCI/FBI background check.
RESPONSIBILITIES:	Provide general secretarial duties for the AWD Director and Supervisor; Answer incoming phone calls, monitor entrances and control building access for students and guests; Enter requisitions, distribute purchase orders, and process invoices; Track all AWD purchase order expenditures; Enter HEI data and assist with collection of follow-up data regarding student placement; Maintain documentation required for accreditation; Coordinate catering and attendance for AWD events and prepare graduation programs; Prepare AWD board agenda items including enrollment reports, AWD PTAN employment contracts, and resolutions; Post student payments and financial aid disbursements and prepare bank deposits; Assist with registration process and schedule assessments; Serve as back up for the receptionist and greet visitors in a positive manner; Retrieve and sort mail daily, order office supplies, and maintain AWD Google Calendar; Order textbooks and support AWD instructors as needed; Perform background checks on AWD students and employees; Perform general secretarial tasks such as copying, printing, preparing documents, and organizing meetings; Perform recordkeeping tasks; Maintain adequate computer skills to perform duties effectively through professional development; Other duties as assigned.
SALARY:	Placement on the Adult Workforce Development Office Class II Salary Schedule
TYPE OF EMPLOYMENT:	Full-time with benefits, Classified; 7.5 hours per day (260 days)
LOCATION:	Adult Workforce Development Center 4300 Amalgamated Pl Groveport, OH 43125
APPLY:	Please submit a resume and letter of interest online at https://www.eastland-fairfield.com/page/job-openings

NO phone calls concerning this position will be accepted.

.....AN EQUAL OPPORTUNITY EMPLOYER...

**EFCTS utilizes Google applications and Multi-Factor Authentication (MFA).
The MFA is via data or SMS capabilities of the employee's personal cell phone.**