



EMPLOYMENT VACANCY

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| POSITION: | High School Secretary – 10-month |
| STARTING DATE: | August 4 ,2025 |
| REPORTS TO: | Assistant Director |
| SALARY: | \$18.31 - \$22.40 – based on experience |
| WORK DAYS: | 10-month position (August-early June) |
| BENEFITS: | Hospitalization, dental, prescription, vision, term life insurance; vacation, personal/sick leave days |
| DESCRIPTION | <ul style="list-style-type: none">▪ To provide quality support to administrators, staff, students and communities served by organizing office duties, activities and information through a commitment to customer service. |
| MINIMUM REQUIREMENTS: | <ul style="list-style-type: none">▪ High school diploma▪ Satisfactory pre-employment skills test▪ Evidence of post-secondary training through own initiative▪ Understands position's role as liaison with internal and external customers▪ Ability to maintain confidentiality and use discretion in work▪ Demonstrates a record free of criminal violations that would prohibit public school employment |
| DESIRABLE REQUIREMENTS: | <ul style="list-style-type: none">▪ Customer-service oriented▪ Exceptional interpersonal skills▪ Above average verbal and written skills▪ Ability to function as a team▪ Ability to multi-task▪ Committed to keeping EHOVE an exceptional community organization, committed to improvement |
| APPLICATION DEADLINE: | April 7, 2025 |
| HOW TO APPLY: | Applications available on our website: www.ehove.net , Menu, EHOVE Jobs ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED Cover letter should be addressed to: Mrs. Erika Beckman, Assistant Superintendent |
| DATE POSTED: | March 24, 2025 |

EHOVE Career Center, 316 West Mason Road, Milan, OH 44846

☎ 419.499.4663 ☎ www.ehove.net

AN EQUAL OPPORTUNITY EMPLOYER

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