

Galena City School District
P.O. Box 299
Galena, Alaska 99741

Position Notice

September 19 , 2025

Position Opening:

GCSD - PART TIME - Business Office, Business Associate I (Fairbanks).

Start Date: ASAP

Qualifications:

1. High School Diploma plus training
2. Positive interpersonal skills
3. Strong clerical skills
4. Strong computer skills
5. Demonstrate excellent customer service skills
6. Must have a valid Alaska Driver's License
7. Must maintain a professional dress code.
8. Must be punctual.
9. Ability to multitask while paying attention to detail
10. Knowledge of home schooling preferred
11. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

Job Goal:

Within the limits of law, board policies and regulations, administrative rules, and instructions from the Superintendent of Schools or designee, team member will assist the ordering, withdrawal, student records, and enrollment departments.

Application Procedure:

Complete GCSD application on the Galena City School District website located at
<https://www.galenaalaska.org/employment>

Salary:

Range 9

Closing Date:

Until Filled

GALENA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER