

Galena City School District

**P.O. Box 299
Galena, Alaska 99741**

Position Notice

December 5, 2025

Position Opening:

Administrative Assistant I - Galena Business Office

Start Date:

January 1, 2026

Qualifications:

- High School Diploma plus training
- Experience with Accounting Related Practices
- Demonstrated Computer Skills, especially Excel, Word, and accounting software
- Excellent Clerical Skills
- Excellent Organizational Skills
- Excellent Interpersonal Skills
- Such alternative to the above qualifications as the Board may find appropriate and acceptable

Job Goal:

Assist the Assistant Business Manager with payroll, technical, and clerical duties to administer the business affairs of the district.

Application Procedure:

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

Closing Date:

Until filled

GALENA CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER