

**Upper Adams School District
Anticipated Position Opening**

Administrative Assistant for Biglerville Elementary School – Full-time, year-round position

This position is responsible for performing administrative and secretarial duties of a public elementary school. The position is accountable for performing receptionist functions, coordinating the workflow through the principal's office, and preparing various correspondence, letters and memorandums. Critical areas currently include: registering new students, preparing the daily lunch count, maintaining the daily attendance and handling all correspondence and secretarial duties for the building.

Requirements

Requires experience in modern office practices and secretarial and/or administrative procedures. A High School diploma or the equivalent is necessary as well as five to seven years of administrative office experience.

How to Apply

To apply for a position or view a complete job description, click the following link, or copy and paste it to your browser: <https://www.applitrack.com/upperadams/onlineapp/default.aspx?>

On the employment page choose the appropriate link to find the position and click the red "Apply" button to begin your application.

Contact Tina Fair, Human Resources Coordinator for more information at t.fair@upperadams.org.

EOE