

Anticipated VACANCY

Illini West HSD #307 has authorized the posting for a
Administrative Assistant to the Superintendent

DATE OF POSTING: September 3, 2021

POSITION: Administrative Assistant to the Superintendent

QUALIFICATIONS: Proficiency in Microsoft Office and general computer skills required. Must possess proofreading and grammar skills, be detail oriented with excellent organizational skills, and relate well to the public. Maintain electronic and paper records ensuring information is organized, accurate and easily accessible. Handle confidential information documents ensuring they remain secure.

JOB LOCATION: Illini West High District Office.

SALARY RANGE: Commensurate with experience and skills.

APPLICATION DEADLINE: Open until filled

CONTACT: Mr. Jay Harnack
Illini West HSD #307
600 Miller Street
Carthage, IL 62321

Email: harnack.jay@illiniwest.org
Phone: 217-357-9607
Fax: 217-357-9609

Interested candidates should submit a letter of interest, along with a resume, to Mr. Jay Harnack.

Illini West HSD #307 is an equal opportunity employer.