

# JOB OPENING –

## Secretary I, Milford High School, Full Time

**Job Specific Information:** Interested applicants must include evidence of all requirements noted in the job posting as well as on the Milford School District Careers website.

To be considered for this position, you must submit the following materials:

- Milford School District Classified Application - Which can be located at the following link: <http://milfordk12.org/human-resources/employment/> (If using a Chromebook, make sure to clear your browsing history before accessing the form.)
- Letter of interest, addressed to the Superintendent, Office of Human Resources
- Resume, clearly demonstrating education; training. Please include dates.
- Three professional references

Internal candidates may submit a Job Bid form with updated resume to the Human Resources Office.

### SUMMARY DESCRIPTION:

The Milford School District is seeking a full-time Secretary to support the Director of Technical Studies for the balance of the 2018/19 school year. This position is responsible for enrolling out of district students in the program and sending out student applications and materials to other sending schools. Tracking out of district student attendance and providing attendance reports to primary schools of students. Maintaining office supplies for the Applied Technology Center. Generating promotional literature, mass mailings, creating spreadsheets, powerpoints, and other related professional documents. Maintaining budget spreadsheets, entering and coordinating purchase orders and requisitions. Creating and tracking inventories and supply orders.

### KNOWLEDGE, SKILLS, and ABILITIES:

- Must be experienced with Microsoft Office productivity software and Google Drive
- Excellent time management skills
- Ability to multitask while remaining detail orientated
- Excellent interpersonal, verbal and written communication skills
- A team player is a must

### EDUCATION, TRAINING, and EXPERIENCE:

- High School Degree required
- Secretarial and business courses preferred

### CERTIFICATE LICENSE:

None Required

*Milford School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

<b>PRIMARY LOCATION:</b> MHS-ATC	<b>CATEGORY:</b> Classified	
<b>CLASSIFICATION:</b> Non-Exempt	<b>SCHEDULE:</b> full-time, 2018/19	<b>WORK MONTHS:</b> 10 months

For information about the application process, please call the SAU 603-673-2202 or email Human Resources, Laura Sebert, [laura.sebert@milford.k12.org](mailto:laura.sebert@milford.k12.org)