

## **Wayne Trace Local Schools is hiring for the following position:**

### **POSITION: Central Office/Athletic Department Administrative Assistant**

The main job responsibilities for this position are as follows:

- General office duties and responsibilities
- Answering and directing phone calls & visitors
- Organize & maintain athletic rosters/programs, awards, passes, student physicals and coach information
- Scheduling of pictures & physicals
- Accounts Receivable/Payable

**QUALIFICATIONS:** The ideal person must be highly organized, proficient in Microsoft Office, have a High School diploma or equivalent, and be able to successfully pass BCI/FBI background checks.

**START DATE:** Immediately

**HOURS/DAYS:** This is an hourly position with expected hours to be 7 hours per day/4 days per week.

**CONTACT:** Interested applicants should submit a letter of interest, resume, application for employment and any other pertinent materials that may be applicable to:

Mr. Paul Jones, Superintendent  
Wayne Trace Local Schools  
4915 US Route 127  
Haviland, OH 45851  
Email: [jonesp@waynetrace.org](mailto:jonesp@waynetrace.org)

**APPLICATION DEADLINE:** October 14, 2022 or until filled.

This institution is an equal-opportunity provider.