

NEGAUNEE PUBLIC SCHOOLS

101 S. Pioneer Avenue
Negaunee, MI 49866
(906) 475-4157

Dated: December 3, 2024

Vacancy

Department: Secretarial

Location: Negaunee High School

Position: Secretary

Hours: 6 hours per day, 8:30 a.m. – 3:15 p.m., Monday - Friday

Qualifications:

1. High School graduate, plus minimum of two years successful experience in a secretarial or related field, preferably in an educational environment; high level of experience, discretion, integrity, and technical skills.
2. Proficient typist with the ability to use various computer software packages to include word processing, desktop publishing, spreadsheets, and databases, which may be determined through a skills test.
3. Must be able to attend directly to student, staff, and citizen concerns in a pleasant, businesslike manner, and have the ability to effectively organize the activities of an office.
4. Warm personality, ability to relate to others, excellent communication skills, sincere interest in children, polite, courteous, tactful, self-directed, and self-motivated.
5. The physical capability to perform the duties and responsibilities of the position.
6. Awareness of the need to promote student self-esteem.

Salary: According to MESPA Agreement, Article 19

Application deadline is 8:00 a.m. on December 13, 2024.

Interested applicants should submit a letter of interest and resume to:

Dan Skewis, Superintendent
Negaunee Public Schools
101 South Pioneer Avenue
Negaunee, MI 49866

NOTICE

It is the policy of the Negaunee Public School District not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight, or marital status in its programs, services, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Superintendent of Schools ~ 101 S Pioneer Ave ~ Negaunee MI 49866 ~ (906) 475-4156