

PRHS Administrative Assistant (10 month)

Pelican Rapids Public Schools

Job Summary:

We are looking for a dedicated, drive, and organized individual to join our staff. Position is responsible for organizing and coordinating office operations and procedures in order to ensure effectiveness and efficiency. The position is subject to working at a computer for long periods of time, bending, or kneeling to assist students and access files.

Duties and Responsibilities:

The tasks listed below are not intended to limit other tasks that might reasonably be assigned as necessary. Duties and responsibilities are subject to change based on needs.

- Organize and coordinate office operations and procedures.
- Field and direct phone calls, students, staff, and guests as appropriate.
- Maintain enrollment information of incoming and outgoing students.
- Maintain and track attendance of students.
- Compiles and enters data into Skyward (student enrollment, scheduling, attendance, special education, transportation, ethnic status, lunch program, student validation, etc.)
- Supervise students in office for disciplinary reasons until administrative action can be taken.
- Compose and rewrite routine correspondence, forms, and handbooks.
- Planning of student orientation, workshop schedules, and conferences.
- Assist in communication of the Educational Benefits Program.
- Organize and communicate details of picture day.
- Administer first aid and prescription medication as necessary.

Requirements and Qualifications:

- Two or four year degree and/or 3+ years of experience working in an office setting.
- Proficient telephone and computer skills including word processing, spreadsheets, and email.
- Excellent communication and organizational skills; bilingual preferred.
- Detail oriented with ability to maintain a high level of confidentiality and accuracy.
- Highly motivated with a positive attitude.

Eligible Applicants:

Application Deadline – open until filled

Please send cover letter, resume, three current letters of recommendation to:

Emily Evenson

HR Manager

Pelican Rapids Public Schools

PO Box 642, Pelican Rapids, MN 56572

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Questions:

Brian Korf

Superintendent/High School Principal

Pelican Rapids Public Schools

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