



The Hope of Our Country

Elwood Community School Corporation

1306 N. Anderson St.

Elwood, IN 46036

Phone: (765) 552-9861

Fax: (765) 552-8088

Dr. Joe Brown
Interim Superintendent

Mrs. Linda Jones
Director of Business

NOTICE OF POSITION VACANCY

POSITION: Administrative Assistant

SCHOOL: Administration Building

LENGTH OF CONTRACT: Full Time Days; 40 Hours

BENEFITS:

- *Partial health insurance premium paid
- *\$50,000 life insurance
- *LTD and Workman's Compensation coverage
- *Sick and family illness leave
- *Bereavement leave, personal leave, and business leave
- *Access to 125 plans
- *PERF Retirement

SALARY:

- *Salary commensurate with established salary practices
- *Additional compensation available through extracurricular assignments

QUALIFICATIONS:

- *Successful work experience in a school corporation or corporate office
- *Significant experience with Microsoft Office
- *Knowledge of state and federal programs (preferred)

DUTIES:

- *Provide administrative support to the Superintendent and Director of Learning
- *Complete reporting for state and federal programs
- *Other duties assigned by the Superintendent and Director of Learning

APPLICATION PROCEDURES:

- *Email resume to Joe Brown, Interim Superintendent, at jobrown@elwood.k12.in.us