



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: Athletic Secretary
SCHOOL: Elwood Junior Senior High School
LENGTH OF CONTRACT: 215 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

DUTIES:

- *Assist the front office secretary in the management of the front office
- *Meet all visitors to the front office with a welcoming attitude
- *Assist the Athletic Director in the coordination of the department
- *Other duties assigned by the Principal and Athletic Director

APPLICATION PROCEDURES:

- *Email resume to Mrs. Tami Davis, at tdavis@elwood.k12.in.us