

# **POSTING NOTICE**

## **High School Secretary**

### **Position:**

East Central School District is seeking a High School Secretary to provide administrative support to the principal and staff of the high school.

### **Qualifications:**

1. College and/or previous secretarial/office management experience required.
2. Computer and writing skills a must; experience with Synergy and MARSS a plus.
3. Strong organizational skills and the ability to multi-task in a busy, fast paced setting.
4. Excellent customer service, interpersonal and communication skills desired.
5. Criminal background and reference checks required.

**Compensation:** AFSCME Master Agreement, Classification VI, starting at \$15.64/hour for **220 days per year**. Hours are 7:30 am to 4:00 pm. Position would start on approximately **August 1, 2019**.

### **Application:**

Applications are available on [www.eastcentral.k12.mn.us](http://www.eastcentral.k12.mn.us) and in the district office. Send resume, cover letter and reference letters to:

East Central District Office  
Attn: Kristi Zemke  
61085 State Hwy. 23  
Finlayson, MN 55735

PDF copies may be emailed to: [kzemke@eastcentral.k12.mn.us](mailto:kzemke@eastcentral.k12.mn.us)

Application deadline: **May 23, 2019**

East Central ISD #2580 is an Equal Opportunity Employer



East Central  
School District 2580  
61085 State Hwy. 23  
Finlayson, MN 55735

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Our focus.**