

DOWNRIVER CAREER TECHNICAL CONSORTIUM

NOTICE OF VACANCY

Date: August 15, 2018

Position Available: Project Coordinator Secretary / Perkins Staff Secretary

Qualifications:

- Proficient in Microsoft Office and Outlook
- Experience working in public education preferred
- Experience with SMART accounting software preferred
- Experience with MiStar software preferred
- Excellent organizational skills with attention to detail
- Excellent human relations skills
- Excellent communication skills – written and oral
- Must be able to type 50+ wpm
- Ability and experience organizing large events
- Ability to identify problems and prevent recurrence
- Must be proactive, a self-starter and able to work unsupervised
- Must be able to multitask and work well under pressure
- Must be flexible and able to adapt to change
- Five years of successful experience working in an office setting
- Possess a high school diploma; Some postsecondary education preferred

Duties and Responsibilities:

- Primary source of clerical support for Project Coordinator
- Provide clerical support to DCTC Director and staff
- Assist as needed in day-to-day consortium-related tasks
- All other duties as assigned by Director or Project Coordinator

Salary and Benefits:

- \$18.00 per hour
- Full time (8 hours per day) – 225 days per year
- MPSRS retirement, benefit package as provided by fiscal agent, paid vacation days, holidays, sick days and personal days

Deadline: Until filled

Send Letter of Interest/Resume/References to:

Jackie Leonard, Project Coordinator
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