

MEMO TO: All Applicants
FROM: Shawn Vondra, Superintendent
DATE: November 21, 2023
RE: Open Position

Hillsdale Transportation and Maintenance Department

1 Full Time Secretary

This position is open for eight (8) hours per day. Qualifications include a high school diploma and training as a professional secretary. Must be able to operate general office equipment, balance ledgers, maintain files and work with the Superintendent's Office on a daily basis. Experience preferred. Fully proficient with Microsoft Office. Maintain current records of bus routes and student rosters. Must possess good telephone answering skills, communicate effectively with the public, maintain office and handle correspondence for the department. Knowledge of PowerSchool and Skyward software helpful.

Anyone interested in this position should send a letter of application with a resume to Sid Halley, Transportation Supervisor, Hillsdale Community Schools, 30 S. Norwood Ave., Hillsdale, MI 49242

OPEN until filled

PLEASE POST

E.O.E.