Rogers City Area Schools

**Notice of Vacancy**

Internal & External Posting

November 12, 2024

**Position Title:** Office Secretary

**Department:** Rogers City Elementary School

**Reports To:** K-5 Principal

**Deadline:** Friday, November 22, 2024 – 3 pm, or until filled

Rogers City Area Schools is seeking an individual to join our team as the Elementary School Office Secretary. This is an administrative professional who plays a crucial role in the smooth operation of the school.

Responsibilities:

* Greet visitors, parents, and students with a friendly and professional demeanor.
* Answer phones, respond to inquiries, and direct calls to the appropriate staff members.
* Manager and maintain student records, attendance, and enrollment information.
* Assist in organizing and coordinating school events, meetings, and appointments.
* Handle incoming and outgoing correspondence, including emails, and mail.
* Collaborate with teachers, administrators, and staff to support daily school activities.
* Maintain office supplies.
* Uphold confidentiality and handle sensitive information with discretion.

Qualifications:

* High School Diploma or equivalent
* Strong communication and interpersonal skills.
* Proficient in computer applications.
* Ability to work independently and collaboratively in a fast-paced environment.

Interested candidates should submit a [non-teaching application](https://www.rcashurons.org/vimages/shared/vnews/stories/5798a319afc53/Employment%20Application%20-%20Nonteaching.pdf), resume and references to:

Vicki Paull, Administrative/Food/Media Officer

Rogers City Area Schools

1033 W. Huron Avenue, Suite B

Rogers City, MI 49779

[Victoria.paull@rcashurons.org](mailto:Victoria.paull@rcashurons.org)

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