# NOTICE OF VACANCY

**POSITION:** Secretary - Career Prep/Adult Education  
**LOCATION:** Instructional Technology Center (ITC)

**SCHEDULE:** 195 Days per year, 5.25 hrs. per day  
Monday thru Thursday 2:00 p.m. – 7:15 p.m.  
Friday, 8:00 a.m. – 3:00 p.m.

**POSTING DATE:** September 11, 2020  
**DEADLINE:** September 18, 2020 or Until Filled

## QUALIFICATIONS
- High school diploma or equivalent (GED)
- 1-3 year’s work related experience
- Demonstrated typing/keyboarding and computer skills using a variety of applications
- Ability to establish and maintain effective and positive working relationships with students, parents and staff
- Exemplary interpersonal communication skills with both adults and adolescents
- Demonstrated excellent organizational skills
- Dependable and self-directed with the ability to plan, organize and implement assigned tasks within set deadlines
- Record of exemplary attendance and customer service performance

## RESPONSIBILITIES & DUTIES
- Provide Secretarial support to the Adult/Alternative Education staff in the evening
- Assist with registration, building scheduling and reports
- Assist in preparation and distribution of CASAS and MAERS reports and correspondence
- Maintain accurate student files, records, and accurately transcribe transcripts
- Greet and assist all visitors
- Make and receive phone calls, route calls appropriately
- Answer questions from staff and participants regarding programs
- Maintain the office function from 5:00 - 7:15 p.m. when the Adult Education Secretary leaves. Answer questions, register customers, receive payments for both Adult/Alternative Education and Community Education programs, serve the Adult/Alternative Education students, track attendance, take care of teacher’s needs, etc.
- Serve as the only secretary from 4:00 - 7:15 p.m. for the Adult/Alternative Education office
- Serve as confidential secretary to the Director of Adult/Alternative Education regarding student records
- Input all student information into MAERS (Adult Education Recording System)
- Perform MAERS follow-up/post-graduation status
- Provide support to Director as needed for shared time.
- Provide support to the Alt/Adult Ed Secretary, as needed with shared time services duties, as scheduled and allocated by the Director for Alt/Adult Ed.
- Perform other duties as assigned by the Director of Adult/Alternative Education

## APPLICATION:
For full consideration of your candidacy, please complete the entire online application on the Oakland Human Resources Consortium website at [https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000529](https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=JA000529) by the deadline listed. In addition, upload your letter of interest, resume, transcripts, and any supporting documentation. Due to the potential volume of paper applications we will only consider applications completed online.

**INTERNAL CANDIDATES:** Submit a letter of interest and current resume to Linda Cianferra, Director of Adult/Alternative & Continuing Education, via email (linda.cianferra@novik12.org) so we can appropriately identify you as an internal candidate. You do not need to complete an online application.

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**Students who are passionate, empowered, and prepared for their world and their future.**

[Novi.k12.mi.us](https://www.novi.k12.mi.us/)

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**NONDISCRIMINATION** In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Novi Community School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be illegally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, Novi Community School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Act Coordinator. Any questions, suggestions or complaints should be directed to Gary Kinzer, Novi Community School District 25345 Taft Rd., Novi, Michigan 48374.

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