



NOTICE OF POSITION VACANCY

Posted April 26, 2019

- POSITION TITLE:** Receptionist / Events Facilitator
- REPORTS TO:** Executive Assistant to the Superintendent and Board of Education
- STARTING DATE:** ASAP
- COMPENSATION:** Per CGRESD ESPA/MEA Agreement
- QUALIFICATIONS:**
1. Associates degree preferred. High school diploma and successful related job experience required.
 2. Job-related experience with increasing levels of responsibility required.
 3. Excellent oral and written communication skills required.
 4. Proficiency in the use of technology (word-processing, spreadsheets, databases, presentation software, and various electronic applications) required.
 5. Ability to establish and maintain accurate record-keeping systems required.
 6. High level of integrity in maintaining and protecting confidentiality required.
 7. Ability to efficiently and independently multi-task, manage time and prioritize tasks required.
 8. Excellent interpersonal skills required.
- JOB OBJECTIVES:** To greet the public and direct phone calls and visitors at the CGRESD central office building. To be responsible for scheduling meetings and workshops as well as room set-up, clean up, and providing assistance to workshop presenters. General front offices duties and record keeping.
- APPLICATION DEADLINE:** Internal Candidates: Friday May 3rd, 2019
External Candidates: Friday May 10th, 2019
- APPLICATION PROCEDURE:** Apply online or download application at www.cgresd.net/Employment.

Send Resume, Cover Letter, & Completed Application to:

Clare-Gladwin Regional Education Service District
Attn: Human Resources Dept.
4041 East Mannsiding Road
Clare, MI 48617
(989) 386-3851
EOE

Statement of Compliance with Federal Law

The Clare-Gladwin Regional Education Service District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Clare-Gladwin Regional Education Service District Board of Education that no person on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education.