



Aleutians East Borough School District

PO Box 429 • SAND POINT, AK 99661
PHONE 907.383.5222 • FAX 907.383.3496

SERVING THE CHILDREN IN THE ALASKAN COMMUNITIES OF:
AKUTAN, FALSE PASS, KING COVE, AND SAND POINT
www.aebbsd.org

VACANCY NOTICE

Position: Office Assistant

Location: District Office – Sand Point, Alaska

Qualifications:

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|---|---------------------------------------|
| 18 years of age or older | Experience making travel arrangements |
| High School graduate or equivalent | Effective communications skills |
| Good interpersonal skills | Clerical and bookkeeping experience |
| Well-organized | Practical computer skills |
| Prompt and reliable | Able to keep information confidential |
| Good employment references | Quick learner |
| Able to work independently and as a team member | Self-motivated |

Report to: District Superintendent and District Office Senior Staff

Job Duties

The Office Assistant duties may include general business office clerk duties, which include but are not limited to: managing filing systems; recording information as needed; updating paperwork, maintaining documents and word processing; organizing travel by booking accommodations and reservations; coordinating events, maintaining supplies inventory; creating, maintaining, and entering data into Excel spreadsheets. Other various duties as assigned.

Terms of Employment:

1. Range V: Salary **\$18.54 to \$21.26** per hour – DOE.
2. Work week: **Monday through Friday** – up to **20.0** hours per week.
3. Term: **10 months** – August through May
4. Benefits may include state retirement plan, personal and sick leave. *Health care coverage is currently not offered with this position.*

Application Closing Date: UNTIL FILLED

Submit application to: AEBSD District Office

An application is available online at: www.aebbsd.org

POSTED 01.31.2020

The Aleutians East Borough School District (AEBSD) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or veteran status in employment or provision of services. This includes, but is not limited to admissions, educational services, financial aid, and employment. Inquiries concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112, and the Age Discrimination Act may be referred to the Superintendent of the AEBSD. The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary, reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that an accommodation is needed.