

## **Fairborn City Schools**

306 E. Whittier Avenue  
Fairborn OH 45324  
(937)878-3961  
(937)879-8180

### **JOB OPENING**

**DATE:** April 25, 2018

**POSITION:** Secretary – 12 Month

**LOCATION:** Fairborn High School

**SALARY:** Starting Pay: \$15.51 per hour 8 hours per day, work schedule 5:45 am – 2:45 pm, subject to change.  
Starting date: July 23, 2018.

**APPLICATION DEADLINE:** May 1, 2018

#### **QUALIFICATIONS:**

1. Skills in filing, recording and preparing student record
2. Hold a minimum of a high school diploma.
3. Possess word processing and other computer skills; familiarity with MVECA.
4. Possess effective office organizational and planning skills.
5. Ability to proactively solve problem situations with the office.
6. Ability to work as a school and office team member.
7. Have a work record of punctuality, regular attendance, good interpersonal relation skills, and effective job performance.
8. Skill performance may be tested.
9. Applicants will be reviewed and interviews may be limited.

#### **PROCEDURE FOR APPLICATION:**

Applicants (if an employee of the school district) desiring consideration for this position may apply by sending a letter to Gene Lolli, Director of Business Affairs/Classified Personnel, Board of Education, within five (5) working days.

If not an employee of the school district, applicants must complete the application process at the Dayton Area School Employment Consortium at <https://www.applitrack.com/dayton/onlineapp/> or fill out the classified application form, available on our website, [www.fairborn.k12.oh.us](http://www.fairborn.k12.oh.us), or from the Business Office and submit three (3) letters of reference with the address and phone number of the person making the recommendation/reference.