

VENICE COMMUNITY UNIT SCHOOL DISTRICT #3
BOARD OF EDUCATION
544 Niedringhaus
Granite City, IL 62040
Phone 618-274-7953

Cynthia Tolbert
Superintendent/Principal

Administrative Assistant Job Announcement

Job Category: Administrative Assistant to Superintendent
District Name: Venice CUSD #3
Building Name: Venice Board of Education
Application Deadline: August 31, 2021
Start Date: October 1, 2021
Salary: TBD

Duties: Answers and manage incoming calls to the District office. Assist in the preparation and editing of correspondence, communications, presentations and documents associated with monthly school board meeting, to include delivery of board of packages. Attend school board meetings and record minutes. Prepare pre-employment paperwork; maintain school board policy books. Manages National School Lunch Program, and district records in accordance with the Local Records Commission Act. Receive and interact with incoming visitors.

Type of
Employment: Full time/twelve month/Confidential position

Education and Experience: Usually at least 3 years' experience providing support at the executive level. Proficient computer skills & in-depth knowledge of relevant software such as Microsoft. Knowledge of standard office administrative practices and procedures. Bachelor's degree.

TO APPLY: Please email Letter of Interest, Resume, and three References to:
ctolbert@veniceschools.org