



# ROSCOMMON AREA PUBLIC SCHOOLS

Board of Education

299H W. Sunset Dr.  
Roscommon, MI 48653  
P: (989)275-6600  
F: (989)275-8227  
www.rapsk12.net

## **Position Available: Administrative Assistant for Board of Education Office**

### Requirements:

- Knowledge of State of Michigan reporting websites, preferred.
- Familiarity with Skyward student services software, preferred.
- Ability to focus self and other on deadlines.
- Ability and willingness to work collaboratively with staff.
- Ability to locate and assess problems and seek solutions.
- Ability to plan, organize and prioritize.
- Ability to work to coordinate services with multiple teachers and administrators.
- Ability to answer, screen and transfer incoming calls.
- Ability to receive and direct visitors, staff and students.
- Ability to be detail focused and highly accurate in data work.

### Qualifications:

- Associate's degree in related field, preferred
- Computer Skills and knowledge of relevant software (Excel/Word)
- Communication skills – both verbal and written

### Position Details:

- 8 hours per day, year around position
- Salary Range \$17.00-\$18.00 per hour
- Benefit Package including health, dental, vision insurance and retirement options with MPSERS

Starting Date: April 2024

Letters of interest, resume and any supporting materials should be sent to:

LeAnne Allen  
allenl@rapsk12.net  
Roscommon Area Public Schools  
299 W Sunset  
Roscommon, MI 48653

Posting Closes: March 1, 2024

*The mission of Roscommon Area Public Schools is to educate and inspire all students to achieve academic and social growth that leads to personal development for a successful future.*

An Equal Opportunity Program / Employer

Auxiliary aids, services, and alternative formats will be made available upon request to individuals with disabilities.

Michigan Relay Center 1-844-578-6563 (Voice and TTY)

The Roscommon Area Public School District gives notice that it does not discriminate based on race, color, national origin, ethnicity, religion, sex (including pregnancy, gender identity, and sexual orientation), height, weight, marital status, age, disability, genetic information, veteran status, military service, or any other legally protected class in the education programs and activities operated by the District, including employment. Inquiries regarding discrimination or Title IX complaints should be addressed to Catherine Erickson,

Superintendent, [ericksonc@rapsk12.net](mailto:ericksonc@rapsk12.net), Roscommon Area Public Schools, 299 W. Sunset Dr., Roscommon, MI 48653. 989-275-6600.