

**LAKE CENTRAL SCHOOL CORPORATION**

8260 Wicker Avenue, St. John, IN 46373  
365-8507

**SUPPORT SERVICE STAFF**

August 30, 2019

**Part Time Receptionist ..... Administration Center**

Workday: 8 hours – 5 days every 2 weeks  
Hourly Pay: \$16.50

Qualifications include an established record of:

- High School diploma or equivalent.
- Strong clerical and organizational skills.
- Interpersonal relation and communication skills.
- Ability to work independently and as a team member.
- Strong computer skills with high proficiency in Microsoft Word.
- RDS Software a plus.
- Knowledge of Indiana Residency Laws a plus.
- Very diversified, fast paced, self-directed position.
- Accuracy and neatness a requisite. Creativity a plus.

Duties:

- Greet and monitor visitors and provide information.
- Answer phones and direct guests.
- Handle residency issues and prepare proper forms.
- Distribute interoffice mail/U.S. Mail
- Additional duties as determined

Apply online at [www.lcsc.us](http://www.lcsc.us) Administration>Human Resources  
Online Employment Application>Receptionist – 12 month part time

Questions may be directed to:

Terry Mucha, Director of Human Resources  
8260 Wicker Avenue  
St. John, IN 46373  
Phone 219-365-8507 – Fax 219-365-6406

**Deadline: September 6, 2019**

*Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy. ....*