

LAKE CENTRAL SCHOOL CORPORATION

8400 Wicker Avenue
St. John, IN 46373
365-8551

SUPPORT SERVICES STAFF
April 13, 2020

Administrative Assistant (12 Month)

Lake Central High School

Qualifications

- Executive Secretary Experience Preferred
- Proven track record of ability to maintain a high degree of confidentiality

Essential Skills and Abilities

- Strong interpersonal skills
- Ability to greet visitors with enthusiasm and professionalism
- Strong clerical and organizational skills
- Proficient with Microsoft Office including Word, Excel, PowerPoint, and Publisher
- Proficient with Google Applications
- Knowledge of RDS, Skyward, and Eventlink a plus
- Excellent listening and writing skills
- Ability to work both independently and as a team member
- Must exhibit neatness and accuracy in all work

Duties

- Serve as the Athletic Director's secretary
- Assist athletic director in drafting correspondence and policy memorandums
- Coordinate all team travel with coaches and transportation department
- Assist with end of season reports and certificates
- Academic Eligibility Reports for all teams
- Ticket Manager
- Treasurer for the Athletic Department
- Prepare and maintain all Camps offered by LCHS programs including payroll (Ryzer)
- Prepare School Board recognitions
- Assist Athletic Director and coaches in all purchases
- Answer telephone and resolve both routine and complex inquiries
- Complete required IHSAA financial reports
- Maintain spreadsheet to ensure coaches have all required NFHS and CPR courses
- Assist with Student and Season Passes
- File and record student physicals (Shared Drive)
- Assist in checking student physical forms (FamilyID)
- Assist with game cancellation procedures
- Assist with Fall/Winter/Spring Banquets
- Assist with Fall Parent Night/Freshman Orientation Night
- Assist with home football events
- Assist with IHSAA/DAC tournaments hosted by Lake Central
- Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the athletic department

Apply online at www.lcsc.us Go to Administration>Human Resources Position applying for:

Administrative Assistant/12 Month High School

Chris Enyeart, Athletic Director

Lake Central High School

8400 Wicker Avenue, St. John, IN 46373

Phone 219-365-8551

Deadline: April 20, 2020

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.