

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 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.