

LAKE CENTRAL SCHOOL CORPORATION

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

**SUPPORT SERVICE STAFF
NOTICE OF VACANCY**

August 2, 2019

Receptionist.....Lake Central High School

Requirements:

High School Diploma or equivalent.
Interpersonal relation and communication skills.
Ability to work independently and as a team member.

Duties:

Greet and monitor visitors and provide information.
Answer phones and direct guests.
Attendance calls and data entry
Other duties as assigned

Benefits:

- Nine month position, 7.75 hours per day, additional days may be required.
 - Hourly rate: \$12.50
 - Benefits in accordance with the 9 Month High School Information Sheet
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Apply online at www.lcsc.us, Administration>Human Resources

Fill out new application:

Select type of position: Secretary/Clerical/Library

Next page of application: Select a position: HIGH SCHOOL RECEPTIONIST

Ed Beck, Assistant Principal
Lake Central High School
8400 Wicker Ave.
St. John, IN 46373
Phone 219-365-8551

Deadline: August 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.