

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

July 30, 2020

Position: Administrative Assistant / Receptionist

Location: Eagle Elementary

Qualifications:

- High School Diploma
- Ability to deal calmly and effectively with students, parents and the public, using tact and diplomacy
- Must have excellent verbal and written communication skills
- Ability to perform multiple tasks at a time
- Proficient computer skills and proficiency in office procedures and equipment
- Familiarity or experience in working with student database systems preferred

Starting Date: Immediately

Contact: *Submit online application at:*
www.brownsburg.k12.in.us
(Click on Employment, then Employment Opportunities, Select Support Staff application)

Jodi Gordon, Director of Human Resources
Brownsburg Community School Corporation
310 Stadium Drive
Brownsburg, IN 46112
PH: (317) 852-5726

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator/Assistant Superintendent, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.