



<b>Position:</b>	<b>Federal Programs Coordinator/Administrative Assistant</b>
<b>District:</b>	Marsing Joint School District # 363
<b>Salary:</b>	DOE, Marsing School District Non-Certified Salary Schedule
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Associates degree preferred or High School Graduate</li><li>• Experience with bookkeeping and budgeting procedures.</li><li>• Be proficient in the use of Microsoft Office or an equivalent computer program and the use of various office equipment.</li><li>• Perform secretarial and clerical tasks of a varied nature.</li><li>• Ability to maintain confidentiality.</li><li>• Ability to communicate and interact in a positive and effective manner with staff, administration, students, parents and/or the community.</li><li>• Ability to be flexible and adaptable in a variety of situations.</li><li>• Excellent organization and communication skills.</li><li>• Works well under pressure and deadlines.</li><li>• Ability to remain calm under trying circumstances.</li><li>• Demonstrate ability to work well under pressure and deadlines.</li><li>• Ability to work with frequent interruptions.</li><li>• Ability to perform multiple tasks.</li><li>• Perform other duties as assigned.</li><li>• Bilingual (Spanish), highly preferred, but not required.</li></ul>
<b>Terms of Employment:</b>	Full-Time, benefits available.
<b>Deadline:</b>	The District reserves the right to fill the position with the most qualified at any time. Position open until filled.
<b>Procedure:</b>	Applications will be reviewed for qualifications. Selected applicants will be invited for an interview and selection will be made from applicants interviewed.
<b>Information:</b>	<p>Please contact the Marsing School District Office (208) 649-5411, ext. 197 or the school district web site <a href="http://www.marsingschools.org">www.marsingschools.org</a> , select "District", "Employment Opportunities" and "Classified Application" ) for an application form. Mail application and related documents to:</p> <p>Marsing Jt School District No. 363 Attn: Human Resources PO Box 340 Marsing, ID 83639 Fax: (208) 649-5517</p>

*(If currently employed with the Marsing Joint School District, you need only submit a letter of interest.)*