



Office Assistant, Registrar/Financial Aid Assistant ADULT TECHNICAL TRAINING

- BEGINNING DATE:** As early as October 18, 2021
- REQUIREMENTS:** Minimum high school diploma, related Postsecondary Certificate/Credential or Associates Degree preferred. Possess excellent clerical skills, minimum 2 years of experience preferred. Proficient computer skills in Microsoft applications. Excellent verbal and written communication skills, sensitive to confidential issues, detail oriented with excellent organizational skills in multi-task environment. Self-motivated and able to work independently with little supervision.
- RESPONSIBILITIES:** Responsible for secretarial, clerical, and operational duties that effectively and efficiently support the operation of the record keeping in the department. Accurately handle monetary transactions and maintain balance of the cash drawer. Utilize and maintain data in the student information system. Coordinate collections with Attorney General. Refund requisitions and processing for student accounts. Student payment plan agreement creation and payment monitoring, distribute late payment reminders. Ability to communicate and relate with staff, students, and public in a positive manner.
- COMPENSATION:** 260 days per year, 7 ½ hours per day. Must be able to work flexible hours including some evenings. Competitive benefit package.
- DEADLINE:** Until Filled, Priority Deadline September 17 @ 3:00 PM
- CONTACT:** Qualified, interested applicants should send a resume and cover letter to applicant@thecareercenter.net.

Dennis A. Blatt, Superintendent
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