



JOB OPPORTUNITY

Job Title:	School Secretary	Job Category:	Classified
Department/Group:	Clerical	Position Status:	Full-time
Location:	Morton High School	Salary Schedule:	Class III; Step - Clerical Salary Schedule
Reports to:	Director of HAPA	Contracted days:	212 days
Additional Training Required:	Yes	Travel required:	None
Effective:	Upon Board Approval		
Application Deadline:	Tuesday, October 24, 2017		

Applications Accepted By:**APPLICANTS MUST COMPLETE AN APPLICATION ONLINE:**

Go to the School City of Hammond website: www.hammond.k12.in.us

Click on "Employment Opportunities"

Click on the Application link and select the following job preference:

- Clerical – Secretary – HAPA/Morton HS

Job Description:**GENERAL ROLE AND RESPONSIBILITIES:**

Coordinate and manage clerical support necessary for the Hammond Academy for the Performing Arts in the School City of Hammond (hammondapa.com). Interact directly, via person or virtually, phone or e-mail with administrators, staff members, students, parents, vendors and community regarding the HAPA program. Assist in intern coordination and daily operations of performing and visual arts programming. Act as a collaborator of the faculty and staff of the HAPA program.

GENERAL SKILLS AND QUALIFICATIONS:

Possess competent secretarial skills: proficient in the use of Microsoft Office Suite Software. Willingness to learn new digital platforms and utilize social media systems. Additional knowledge in bookkeeping, financial and payroll procedures helpful. Knowledge or love of performing arts a plus.

SPECIFIC DUTIES AND RESPONSIBILITIES IN THIS POSITION:

- Serve as administrative assistant to Director of Hammond Academy for the Performing Arts
- Responsible for daily scheduling and maintaining of Director's calendar
- Supervise clerical undertaking for HAPA office, interns, and staff
- Supervise application and enrollment forms and processes
- Assist in developing pamphlets and show event posters and programmatic literature
- Monitor district wide arts calendar including rentals and invoicing
- Generate letters, emails, and forms as required
- Coordinate spending and stipends per SCH protocol
- Oversee general HAPA correspondence and mailing lists
- Prepare and process purchase orders for office supplies and materials
- Assist in student recruitment and public relations team
- Assist in development and coordination of special events, shows, and social events
- Perform all other duties as assigned by the Director of HAPA.



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SPECIFIC SKILLS AND KNOWLEDGE FOR THIS POSITION:

- Microsoft Word, Excel, Power Point, Outlook, Publisher, etc.
- Willingness to learn School City of Hammond Payroll and Financial System software
- Must have good communication, computer, and interpersonal skills
- Ability to compose letters and documents with clarity and accuracy
- Ability to perform general mathematical computations with accuracy
- Ability to solve practical problems with a variety of variables

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- High School Diploma or equivalent.
- 2 years of general secretarial experience.
- Supervisory/office experience helpful.

PERSONAL ATTRIBUTES DESIRED:

- Dependability
- Confidentiality
- Professionalism
- Love of Students (Positions involves direct contact with HAPA students)
- Ability to work independently with minimal supervision
- Team-mindset and positive attitude
- Demonstrate good communication skills – oral and written
- High level of organizational skills and ability to prioritize
- Ability to multi-task

PHYSICAL REQUIREMENTS:

Candidate should be physically capable of successfully performing the essential functions of the position.

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	Department of Human Resources	Date:	8/31/2020
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