



LAKEVIEW PUBLIC SCHOOLS

27575 Harper Avenue, St. Clair Shores, Michigan 48081
586-445-4000 Ext. 2503 | www.lakeviewpublicschools.org



NOTICE OF VACANCY

The following **Part-Time Co-Op** position is available for the 2024-2025 School Year:

PART-TIME OFFICE ASSISTANT CO-OP

High School / College Students

Monday – Friday (After School Hours)

Certification Requirements & Qualifications:

- Minimum – High School Business or Technology coursework
- Preference given to college students carrying at least 9 credits per semester
- Understanding of basic computer equipment, programs, and software
- Ability to successfully pass a Basic Skills Pre-Employment Test
- Ability to successfully pass a criminal background check

Preferred Skills:

- Ability to walk, bend, and lift up to 40 pounds
- Ability to follow detailed instructions, work efficiently on repetitive tasks, handle expensive equipment delicately
- Ability to work cooperatively with students, parents, and colleagues
- Effective communication skills, both orally and in writing
- Good organizational and problem solving skills
- Self-directedness and initiative when given a variety of tasks and responsibilities.
- Self-motivated and able to work with minimal supervision
- Enthusiastic and takes initiative

Responsibilities:

- Greets public, staff, students, parents, vendors, etc. for the purpose of responding to their inquiries, and directing or escorting individuals to the appropriate personnel with established building security procedures.
- Maintains reception area materials (e.g. job applications, newsletters, event calendars, etc.) for the purpose of providing resource information to visitors.
- Performs general clerical functions (e.g. scheduling, copying, faxing, document preparation, mailing, etc.) for the purpose of providing assistance to Central Administration personnel as needed.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, etc.) for the purpose of distributing materials to appropriate parties.
- Distribute mail, messages, and other items within the site for the purpose of disseminating materials to appropriate parties.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promote a clean and safe working environment
- Complete all paperwork related to position
- Additional duties, as dictated by the nature of the program

Compensation:



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- Hourly wage of **\$15.75**

DEADLINE FOR APPLICATION: 3:00 PM – Wednesday, December 4, 2024 (or until filled)

ACCEPTING ONLINE APPLICATIONS ONLY

Please submit your online application at www.lakeviewpublicschools.org, and include a letter of interest, resume, transcripts, teaching certificate, and references.

Tracy L. Van Peeren, Deputy Superintendent

Lakeview Public Schools

Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender marital status, sexual orientation, disability, height, weight, and/or other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefit of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Deputy Superintendent, 27575 Harper Ave, St. Clair Shores, MI 48081, 586-445-4000 x2503.