



OHIO HI-POINT
CAREER CENTER

POSITION VACANCY

Position:	Adult Basic & Literacy Education Aide Part-time
Reports To:	ABLE Coordinator / Adult Director
Starting Date:	September 2009
Salary Range:	\$9.00/hour
Work Week/Year:	Hours as assigned by Coordinator/ Director
Requirements:	<p>A valid High School Diploma</p> <p>Proficient in office protocol, data entry, spelling, proofreading and the correct use of grammar. Multitasking ability and strong diplomacy skills. Congenial telephone etiquette. Gives careful attention to details and effective customer service. Punctual with excellent attendance record.</p>
Responsibilities:	<p>Greets and assists adult students. Answers and directs phone calls and takes messages. Maintains electronic files and paper filing systems that support the safe and efficient retention and retrieval of program and student files/records. Assists classroom instructor with lessons and preparation of materials. Other duties as assigned.</p>
Application Deadline:	Until Filled
Apply	<p>Kimberly Davis, Superintendent Ohio Hi-Point JVSD 2280 ST RT 540 Bellefontaine OH 43311 kdavis@ohp.k12.oh.us</p>