

**DEADLINE
EXTENDED**

Position Announcements

Administrative Secretary- Yaamahana

Summary: This position performs a variety of clerical and office support duties. Performs simple bookkeeping duties of tuition records. Provides assistance in compiling and verifying data for special and recurring reports to the State of Louisiana and other agencies. Assists with registration of incoming students, withdrawal and transfer of students. Assists with children in classroom when necessary.

Qualifications: A high school diploma or GED and three (3) years of relevant clerical, secretarial or closely related experience; preferably one-two years of college curriculum.

Additional Requirements:

- Will be required to take twelve (12) clock hours of training in approved job-related subject areas per year.
- Will be required to take three (3) clock hours of health and safety training per year.
- May be required to maintain infant, child and adult CPR and first aid certification.
- At time of application, must possess a valid Louisiana driver's license and retain same during course of employment.

To Apply: Visit the Human Resources Department at 230 Chitimacha Loop, Charenton, LA. Applications are accepted: Monday–Thursday 7:30 a.m. – 5:00 p.m. and Friday 7:30 a.m. 11:30 a.m. Deadline for submission of application is: **Wednesday, July 13, 2016.**

