

Adams Township Public Schools

www.adams.k12.mi.us

Position: Administrative Secretary to the Superintendent

Qualifications: Strong written and verbal skills, efficient organizational abilities, proficiency in administrative software applications, confidentiality, organizational efficiency, professionalism

Experience in educational administration is preferred but not required

Deadline to Apply: Will receive applications until position filled

Interested individuals will need to mail / Email resume and letter of interest to:

Tim Keteri – Superintendent
43084 Goodell Street
Painesdale, MI 49955
keterit@adams.k12.mi.us