

# Office Support Specialist

Holy Trinity Lutheran School

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<b>Job Title:</b>	Office Support Specialist
<b>Pay Type:</b>	Part-Time: Hourly - \$10.50 per hour
<b>Position Summary:</b>	The job of the Office Support Specialist is to assist the school administration in handling the daily workings of the school office.
<b>Job Duties:</b>	<ul style="list-style-type: none"><li>• Answering calls and delivering messages to the appropriate individuals.</li><li>• Walking students to and from classrooms as needed.</li><li>• Welcoming visitors and using the designated security procedures for giving them access to the campus.</li><li>• Perform clerical duties such as copying, creating documents and filing.</li></ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"><li>• Able to lift 30 lbs.</li><li>• Able to actively participate in a busy school setting.</li></ul>
<b>Reporting Relationships:</b>	<ol style="list-style-type: none"><li>1. Principal</li><li>2. School Board</li></ol>
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>• Minimum Requirements: High School Diploma</li><li>• Preferred Requirements: Previous experience in an office setting.</li><li>• Must pass a Level II Background Screening.</li></ul>
<b>Job Knowledge/Skills Required:</b>	<ul style="list-style-type: none"><li>• Must enjoy working with and be able to relate to children.</li><li>• Computer proficient.</li><li>• Solid verbal and written communication skills.</li><li>• Multi-tasking and time-management skills.</li><li>• Customer service attitude.</li></ul>
<b>Application:</b>	Interested candidates should email a cover letter, resume, and letter of recommendation to <a href="mailto:principal@htlstamp.org">principal@htlstamp.org</a> . Indicate "Office Support Job Search" on the subject line of the email.