



Vincennes Lincoln High School

NOTICE OF VACANCY (Internal and External Posting)

- POSITION TITLE:** Administrative Assistant to the Principal/Registrar
- SUBMIT:** Required on-line application
- APPLY TO:** <http://www.applitrack.com/vcsc/onlineapp/>
Mr. Steve Combs, Principal
combss@vcsc.k12.in.us
(812)882-6168
- PLEASE INCLUDE:** Letter of Interest, Resume
- REQUIREMENTS:** Applicant must be proficient in Microsoft Office, have knowledge of office management systems and procedures, and possess strong time management skills with ability to multi-task and prioritize work.
- TRAITS & SKILLS:** Applicant must possess strong organizational and computer/technology skills. Excellent written and verbal communication skills and attention to detail is a must. Applicant must enjoy working with high school aged students and excel at working with the public.
- APPLICATION DEADLINE:** January 21, 2016 (Or until the position is filled)

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

In accordance with Title VI, VII, IX, ADA and Section 504, Vincennes Lincoln High School, in addition to the Vincennes Community School Corporation, is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex (including transgender status, sexual orientation and gender identity), handicapping conditions, or national origin, including English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.