



Apollo Career Center is accepting applications for the position of:

ADMINISTRATIVE SECRETARY

STARTING DATE:	July 1, 2025
REPORTS TO:	High School Principal
SALARY RANGE:	\$34,900 - \$41,900, based on experience
BENEFITS:	<ul style="list-style-type: none"> • medical/dental Insurance • life insurance • vacation/sick/personal leave
WORK WEEK/YEAR:	Full-time, 12-month employee
MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none"> • very strong Excel, Word, Google Workplace and administrative secretary skills • proficient in office procedures and the ability to learn new software programs • ability to communicate effectively and pleasantly with a wide variety of individuals including students, staff, parents and the public • excellent organizational skills • ability to work independently and as a team player • effective communication skills • positive role model for youth • ability to pass BCI and FBI background checks
RESPONSIBILITIES:	<ul style="list-style-type: none"> • serve as an administrative secretary for the Special Education dept. and in the high school office as needed • prepare, organize, and distribute all necessary documentation to support timely and compliant special education meetings • maintain accurate, complete and confidential student records • assistant in the high school office with attendance, students, visitors and staff as needed
MATERIALS TO SUBMIT:	<ul style="list-style-type: none"> • application (available at: https://www.apollocareercenterhs.com/jobs-at-apollo/) • resume
APPLICATION DEADLINE:	May 23, 2025
APPLY TO:	Nick Sammetinger, High School Principal Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1454 Phone: 419-940-4724 Email: nick.sammetinger@apolloc.org