

Cheryl R. Graff
Regional
Superintendent



Karen Wolfe
Asst. Regional
Superintendent

"ROE 30 enhances and empowers our community to reach maximum potential and to develop lifelong learners in a global society."

Office Support Staff Job Description

Job Title: Office Support Staff

Qualifications:

- 2-5 years of related experience preferred
- Excellent oral and written communications
- Organizational and interpersonal skills
- Proficient in Microsoft OS
- Proficient in Google Apps - Gmail, Docs, Sheets, Slides
- Integrity, confidentiality, and professionalism

Responsibilities:

- Complete data entry, update data and upload documents for ROE programs and operations
- Maintain/prepare reports from manual or electronic files, mailings lists, etc.
- Assist with preparation for meetings/trainings
- Organize, maintain, and transport documents to storage for future record disposal
- Assist with GED testing, educator licensure and fingerprinting
- Monitor and restock supplies as needed
- Create purchase orders, place and receive orders
- Create invoices, collect payments, issue receipts, record transactions and/or prepare deposit with accuracy and fidelity
- Other duties as assigned by the Regional Superintendent or designee

Submit Letter of Interest, Resume and References to mwece@roe30.org or mail to Regional Office of Education, 1001 Walnut, Murphysboro, IL 62966

Salary: TBD

FTE: Full Time