



Rocky River City School District

1101 Morewood Parkway, Rocky River, Ohio 44116

440.356.6003

Samuel Gifford, Executive Director of Human Resources and Support Services

POSITION OPEN: OCCASIONAL RECEPTIONIST **BOARD OF EDUCATION OFFICE**

Position Available: As Needed

Rate of Pay: \$10.00/hr.

Hours: 7:30 a.m. – 4:30 p.m. (1.0 hour unpaid lunch)

Responsibilities: Performs receptionist/telephone operator functions, effective message taking, office support and ancillary duties that facilitate the timely attainment of district objectives.

Qualifications: Work skills substantiated by training and/or work experience. Ability to implement office administrative principles, practices, and procedures. Ability to multi-task.

Applications are now being accepted for the above position. Interested persons should apply on-line **AS SOON AS POSSIBLE**.

Current regular employees/current occasional employees: Submit a letter of interest to the Office of Support Services.

**OUTSIDE CANDIDATES: Apply on-line at: www.generalasp.com/rockyriver/onlineapp
Or through our website www.rrcs.org**

An equal opportunity employer.

NOTE: QUALIFIED APPLICANTS WHO ARE DISABLED AND REQUIRE SPECIAL ASSISTANCE TO RESPOND TO THIS EMPLOYMENT ANNOUNCEMENT SHOULD CONTACT THE ROCKY RIVER CITY SCHOOL DISTRICT HUMAN RESOURCES OFFICE AT 440-356-6003.

SG/lr
2/2020

Posted: Board of Education Office
Rocky River High School
Rocky River Middle School
Kensington Intermediate School
Goldwood Primary School
Office of Transportation
Facilities Operations