



## SEEKING ADMINISTRATIVE ASSISTANT

The Northern Indiana Educational Services Center (NIESC) is seeking an Administrative Assistant to provide the support as deemed necessary by the Executive Director for the programs of the NIESC.

Position: Administrative Assistant

Preferred Credentials:

- Previous experience preferred
- Education experience preferred
- College degree, accounting and similar training preferred

Desired Characteristics:

- Must possess positive and dynamic interpersonal skills
- Must be proficient in Google Suite, Excel, website design and newsletter design
- Must possess ability to interface with diverse range of clients
- Must be an innovative problem solver

Contract: 12-month  
260 day / per year  
Benefits provided for a 12-month employee

Salary: \$35,000.00 - \$45,000.00 (commensurate with experience and knowledge)

Application deadline: Until position is approved by the Governing Board

Start Date: July 1, 2021

How to Apply: Send personal letter of interest  
Copy of resume or curriculum vitae  
Copies of transcripts

Direct to: Dr. Don Harman  
Executive Director  
Northern Indiana Educational Services Center  
56535 Magnetic Drive  
Mishawaka, IN 46545  
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Additional Information: Contact Dr. Don Harman @ 574-254-0111