



UPPER ADAMS SCHOOL DISTRICT

Position Opening: Administrative Assistant – Secondary

Location: Middle/High School

Date of Availability: August, 2027

Are you organized, detail-oriented, and passionate about supporting students and staff? Our School District is seeking a dedicated **Administrative Assistant for our Secondary Campus** to serve as a vital member of our middle and high school team.

This dynamic position is the hub of the school office, providing exceptional customer service to students, families, staff, and the community while supporting daily building operations. Responsibilities include managing front office reception, maintaining student attendance and records, coordinating substitute staff, assisting with transportation and building communications, monitoring visitor access, and supporting the administrative team with a variety of office functions.

Qualifications:

- High school diploma or equivalent required
- Five to seven years of administrative or secretarial experience preferred
- Strong computer, organizational, and customer service skills
- Excellent communication and interpersonal abilities
- Ability to multitask, maintain confidentiality, and work effectively in a fast-paced school environment

If you thrive in a collaborative setting and enjoy making a positive impact on the daily operations of a school, we encourage you to apply and become an essential part of our secondary campus community!

Apply online at www.upperadams.org, > Employment > Clerical/Secretarial > Administrative Assistant - Secondary

Contact Tina Fair, Human Resources Coordinator for more information at 717-677-7191 ext. 2721.

EOE