



DISTRICT ADMINISTRATION OFFICE
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EVERY CHILD,
EVERY OPPORTUNITY,
EVERY DAY...
STRIVING FOR SUCCESS

**VACANCY POSITION of
ADMINISTRATIVE ASSISTANT –
Transportation/Purchasing**

The Wellsboro Area School District is accepting applications for an anticipated opening for an Administrative Assistant position within the Business Office. Job assignments associated with this position will include coordination and management of the District's contracted transportation services and centralized purchasing duties and is a full-time (12 months, 8 hours per day, Monday through Friday) position.

This position is responsible for all aspects of student transportation, including to and from school and organization of extra-curricular transportation needs such as field trips and athletics. This position is also responsible for central district purchasing processes, including coordination of e-commerce purchases, preparing bid submissions and tabulations, and executing approved purchase orders. This position will interact with many district stakeholders and will be responsible for compliance with all local, state and federal reporting requirements.

Interested candidates must have excellent organizational and time management skills, be proficient with Microsoft Office Suite, and be able to multi-task and have problem solving abilities in a fast-paced office. Must possess a minimum of three years' experience in an office setting, preferably in a school district. Preferred education: Associate degree in a business-related field.

Please submit a support staff application, letter of interest, resume, three letters of reference, three required clearances (Act 34, 114 & 151) and transcripts to Mrs. Linda Gamble, Secretary to the Superintendent, Wellsboro Area School District, 227 Nichols Street, Wellsboro, PA (570-724-0303). Please visit District's website: www.wellsborosd.org for more information.

DEADLINE: October 25, 2021 by 4:00 PM The Wellsboro Area School District is an EOE in compliance with Title IX, Title VI, Section 504.