



Governor’s School for Science, Math and Technology

The school divisions of Clarke, Culpeper, Fauquier, Frederick, Rappahannock, Winchester City, and Warren are seeking a qualified individual to serve as an Office Associate for the Mountain Vista Governor’s School.

Vacancy Announcement

POSITION:	Office Associate
LOCATION:	Mt. Vista Governor’s School (Middletown Campus)
REPORTS TO:	MVGS Regional Director
TERMS OF EMPLOYMENT:	Full Time, 37.5 hours per week, 10.5 months
POSTING DATE:	June 15, 2019
APPLICATION DEADLINE:	Open Until Filled

PRIMARY FUNCTIONS/RESPONSIBILITIES:

- Answering telephones, email, and other communications;
- Preparing, maintaining, and receiving records;
- Providing information to the public;
- Supporting teachers and students;
- Filing, copying, data-entry and other administrative duties.

QUALIFICATIONS:

- Thorough knowledge of standard office practices, procedures, and secretarial skills;
- Professionalism and willingness to be a team player is a must;
- Superior customer service and communication skills;
- Ability to prioritize multiple tasks;
- Operating standard office equipment and personal computer skills is a must;
- Should possess a high school diploma or GED equivalent;
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

EMPLOYMENT REQUIREMENTS:

- All offers of employment are contingent upon the successful completion of a background check, employment reference check, and receipt of the Child Abuse and Neglect training certificate.

- The Child Abuse and Neglect: Recognizing, Reporting, and Responding for Educators training is free online at: http://www.dss.virginia.gov/family/cps/mandated_reporters/cws5691/index.html.
- The cost for the background check is \$44.00 by personal check or money order made payable to “Treasurer, Fauquier County”. Cash and credit/debit cards are not accepted.

APPLICATION PROCESS:

- Interested applicants must submit a Fauquier County Government and Public Schools Online Application at: <http://apply.fauquiercounty.gov>.

The Fauquier County Schools/MVGS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, national origin, marital status, disability or sex in admission or access to, or treatment or employment in its programs and activities.