

Red River

TECHNOLOGY CENTER

JOB ANNOUNCEMENT

Position	Administrative Assistant to Principal
General Duty Hours	7:00 a.m. – 3:30 p.m.
Education	High School Diploma or equivalent
Experience	Proficient in computer usage; familiarity with Microsoft Office and Windows. Experience with a copy machine that sorts and duplexes.
Major Responsibilities	Process reports and all correspondence needed in the principal's office. Prepare quotes and order supplies for daytime programs. Type and copy materials for instructors, etc. Must be able to communicate on the telephone and in person. Must be able to manage a variety of tasks at the same time.

Applications will be taken until position is filled.
Return applications and resume to:

Superintendent
Red River Technology Center
3300 West Bois D' Arc
PO Box 1807
Duncan, OK 73534

Equal Opportunity Employer/Drug Free Workplace