

Nettle Creek School Corporation
Vacancy Notice: Transportation/Environmental Services Administrative Assistant

Nettle Creek School Corporation Superintendent, Mrs. Emily Schaeffer, has announced a vacancy notice for a Transportation/Environmental Services Administrative Assistant for Nettle Creek Schools. This is a full time position.

Required Qualifications:

- High school diploma

Preferred (but not required) Qualifications:

- One to three years of general office experience is preferred.

Job Duties:

- Answer routine phone inquiries, take messages, route calls.
- Maintain bus routes for safety and efficiency.
- Open and distribute mail.
- Process purchase orders and work orders.
- Process and maintain equipment.
- Type, prepare, and distribute reports and correspondence.
- Maintain communication with the Director of Operations.
- Maintain and process attendance and payroll information for the transportation and maintenance departments.
- Prepare field trip forms for distribution to drivers.
- Maintain accurate files and records.
- Transmit transportation information to schools, drivers and the public.
- Prepare and submit reports as requested and required.
- Other duties as assigned.

Salary:

- Position will be paid based on experience and qualifications.

Application Process:

- Send an email to Mrs. Emily Schaeffer (eschaeffer@nettlecreek.k12.in.us) and Mr. Jason Bulmer (jbulmer@nettlecreek.k12.in.us) to express interest in this position.
- Complete the Non-Certified Application at <https://form.jotform.com/223483613241046>

Timeline:

- Vacancy posted on Monday, March 10, 2025

- Vacancy notice emailed to all employees in the Nettle Creek Schools on March 10, 2025.
- Successful candidate will begin immediately.