



Miscellaneous Posting #3
April 29, 2008
ANNOUNCEMENT OF VACANCY

Position: Clerical/Aide Positions for Middle School and High School Summer Academies – 2008

Pay Rate: According to FAES Contract (if currently a member of FAES)

Reports to: Summer Academy Coordinator (Alan Kantor)

Qualifications: Word Processing and Excel skills, knowledge of office machines, payroll/time card experience, organizational ability, record keeping skills, ability to interact with staff, students and community.

Duties:

- Help create summer academy brochure
- Collect registration forms and fees
- Input schedules in computer (MMS)
- Distribute schedules
- Handle refund requests
- Type letters, memos, etc.
- Answer phones
- Process time cards and payroll information
- Process student records
- Contact teachers with messages
- Mail report cards
- Other duties as may be assigned

Registration Dates/Times: June 24-26 and July 7, 2008 from 8:00 a.m. to 4 p.m. at the FHS Career Center

Clerical Dates/Times: July 7–August 1, 2008 from 7:30 a.m.–1:30 p.m. (Monday–Friday)
(approximately 144 hours).

Letters of interest can be sent to the Human Resources Office until position is filled.

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