

JOB POSTING

- Location:** Clarke School for the Deaf, 47 Round Hill Road, Northampton, MA 01060
- Position Title:** Administrative Assistant
- Working Schedule:** Non-exempt, at-will, 30-36 hours per week
- Immediate Supervisor:** Director of Program Information and Outreach
- Job Qualifications:**
- Strong organizational skills, ability to prioritize and detail oriented.
 - Must be proficient in Microsoft Office
 - Knowledge of children with hearing loss helpful
 - Bilingual (English/Spanish) applicants preferred
- Job Duties:**
- Ensure welcoming environment for all visitors
 - Disseminate required information
 - Maintain enrollment records
 - Data entry and general office management
 - Assist with financial aid correspondence

Interested candidates should forward a letter of interest, resume and 3 signed letters of reference to:
Human Resources, Clarke School for the Deaf, 47 Round Hill Road, Northampton, MA 01060