



HUMAN RESOURCE OFFICE DEPARTMENT OF EDUCATION

ANNOUNCEMENT

Announcement No. CSSS-016-2024

Position Title

ADMINISTRATIVE ASSISTANT

Salary Range:

\$255.42 b/w

Location:

SPED Office

Opening: January 19, 2024

Closing: February 17, 2024

MINIMUM QUALIFICATIONS

- Has taken/completed some college courses
- Has a valid driver's license and good driving record
- Five years of administrative experience required
- Excellent verbal & written communication skills
- Excellent organizational skills
- Excellent time management skills
- Ability to multi-task
- Exceptional customer service
- Proficient use of Microsoft Word, PowerPoint and Excel and database tools

EDUCATION

Applicants claiming degrees or credit hours are required to attach/submit a certified copy of documents - **if required** (high school diploma, AA/BA degree, course schedule, and certification).

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens and third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the CDOE Human Resources Office at (691) 330-3411 for more information.

HOW TO APPLY

Employment applications can be picked-up at the CDOE Human Resources Office, filled out and returned with any supporting documents such as copy of school diploma, degree, resume', health certificate, driver's license, police clearance, etc.