

# **Crowley's Ridge Educational Service Cooperative is currently accepting applications for the following position:**

## **Technical Assistant to the Career and Technical Education Coordinator**

The CTE Administrative Assistant position at Crowley's Ridge Educational Service Cooperative is a twelve-month position with health insurance & Arkansas Teacher Retirement benefits. The position requires a high school diploma with the ability to pass a State & Federal background check. The CRESC Administrative Assistant position also includes but is not limited to the following.

### **Preferred Qualifications:**

- An Associates Degree or higher is preferred, but extensive experience and/or other training may be considered in lieu of a college degree.
- Working Knowledge in Microsoft Office and Google Applications
- Knowledge of Career & Technical programs is preferred

### **Responsibilities include but are not limited to:**

- Assisting with organization of workshops/events.
- Maintaining accurate records related to staff development and/or other CTE information.
- Working with administration and teachers.
- Compiling/Reporting data for CTE.
- Maintaining website and social media for the CTE department.
- Maintaining supplies necessary for operation of the program.
- Assisting coordinator with daily activities to maintain and improve the program as assigned by CTE Coordinator.

### **Requirements:**

- Light lifting
- Some travel

Salary is based on the CRESC Salary Schedule, experience, and expertise

Both certified and classified applicants are encouraged to apply at Crowley's Ridge ESC Website under [CRESC Employment Opportunities](#) to Jennifer Snyder at [jsnyder@crmail.k12.ar.us](mailto:jsnyder@crmail.k12.ar.us). The Crowley's Ridge Educational Service Cooperative is an equal opportunity employer.