



Nevada State High School
★ Public Charter School ★

Office Aide - Henderson

\$12-\$12.50/Hour

Mission: To support students in a college environment with personal, academic, and social skills.

Vision: Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 1,000 11th and 12th grade students in eight (8) locations. We continue to meet the community's demand of preparing high school students to attend college.

General Purpose: Under the direction of the Director of Site Administration and/or designee, the Office Aide performs duties associated with SSR processing, Registration support, Mentoring, and student support. Based on the availability, need, and experience, an office aide may assume different roles that include, but are not limited to, student success advocate, registration advocate, or generalist.

Essential Duties: Monitor, document, assist, and advocate on behalf of staff and students; answer the telephone; provide information and assistance; take/relay messages to appropriate personnel; perform customer service duties; greet visitors; provide information/assistance regarding inquiries about Nevada State High School; assist with academic planning and scheduling; provide for support with registration, clerical, and front office work; provide office support; provide input, support, and attendance at new student informational meetings; operate a computer to enter, retrieve, review, or modify data; utilize word processing, database, and other programs; provide for a neat, clean, and orderly work environment; and serve as an example of NSHS core values.

Minimum Requirements

1. Work a minimum of 20 hours weekly from Monday through Friday.
2. Provide self-transportation.
3. Demonstrate better than basic level in Microsoft Office skills.
4. Demonstrate better than basic typing and computer skills.
5. Work cooperatively with employees, students, parents, the public, and other agencies.

Preferred Qualifications

1. Possess NDE Substitute Teaching License.

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts and/or applicable diploma(s)/degree(s)/license(s)/endorsement(s). Please scan and submit all documents through the school's help ticket portal here: <http://help.earlycollegenv.com>. **NO HARD COPIES OR EMAILS.**

Hiring Process and Timeline: NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: <https://earlycollegenv.com/career-opportunities/>.

CLOSING DATE: Open Until Filled