



Nevada State High School

★ Public Charter School ★

Office Aide - Office

\$15-20/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 nine (9) locations. We continue to meet the community's demand of preparing high school students to attend college without having to take remedial coursework.

General Purpose of the Position: Under the direction of the Director of Site Administration, the Office Aide serves the school by coordinating completion of a variety of general office activities and provides support to school administration, staff and specifically the site. The role supports the site within the Nevada State High School Network of Schools. As such, the position will require a high degree of accuracy, timeliness, and production across multiple functions including but not limited to: Duties Tasks and Support, SSR Processing, Registration Support, Mentoring, Student Support/Tutoring. Other duties as assigned.

Minimum Requirements of the Position:

- 1) Provide self-transportation
- 2) Demonstrate better than basic level in Microsoft Office skills
- 3) Demonstrate better than basic typing and computer skills
- 4) Work cooperatively with employees, students, parents, the public, and other agencies
- 5) Exhibit positive and supportive behavior with Gold Level WorkKeys score
- 6) Work a maximum of 20 hours weekly from Monday through Friday

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