



5102 S. Commerce Drive ■ Murray, Utah 84107  
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## ESP VACANCY NOTICE

# Career & Technical Education/Concurrent Enrollment Administrative Assistant (MHS Career Center)

**Job Description:** Under the supervision of the Director of Career & Technical Education, CTE Coordinator, and Murray High School Principal, the CTE/CE Administrative Assistant plays a crucial role in supporting the *Career and Technical Education* department by providing administrative assistance and ensuring the smooth operation of various programs and initiatives, including, but not limited to the following:

- **Administrative Support:** Assist with administrative tasks such as preparing documents and maintaining records related to Career and Technical Education (CTE) and concurrent enrollment (CE) programs.
- **Student Support:** Serve as a point of contact for students enrolled in CTE and CE courses, providing assistance with registration, program information, and general inquiries.
- **Event Coordination:** Assist in organizing events related to CTE, including coordinating logistics, communicating with participants, and preparing materials.
- **Data Management:** Maintain accurate records and databases pertaining to student enrollment, course information, program outcomes, and other relevant data.
- **Collaboration:** Collaborate with faculty, staff, and external stakeholders to support the development and implementation of CTE and CE initiatives.
- **Financial and Resource Assistance:** Assist with financial tasks such as processing purchase orders, tracking expenses, and reconciling accounts related to CTE and CE. Assist with CTE inventory records.

**Minimum Requirements:** High School graduate or equivalent; proven experience in administrative support roles (2 years minimum), preferably in a public school or vocational setting; working knowledge of Microsoft Office programs and other relevant software. Knowledge of career and technical education programs and/or concurrent enrollment resources is a plus. Works well with others; able to do multiple tasks at one time; good communication, management and organizational skills; and the ability to learn new skills quickly.

**Job Specifications:** 35 hr/week hourly position based on a 185 day school calendar. Health insurance, and retirement benefits.

**Classification/Pay Grade:** Pay Grade 10 on the 2024-25 ESP Salary Schedule (TBD) dependent on prior education and/or experience.

**Closing Date:** Tuesday, May 7<sup>th</sup> 2024

**Starting Date:** August 15<sup>th</sup>, 2024

**Application Process:** Submit letter of interest, MCSD application and resume to:  
<https://www.cognitofrms.com/MurraySchoolDistrict1/ClassifiedEmploymentApplication>

### MURRAY CITY SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Murray City School District to provide and promote equal opportunity employment compensation and other terms and conditions of employment without discrimination because of race, color, gender, religion, national origin, age, disability, pregnancy, childbirth, sexual orientation, or gender identity. The District provides reasonable accommodation to the known disabilities of employees in compliance with the Americans with Disability Act.