

## MOSCOW SCHOOL DISTRICT NO. 281

650 N. Cleveland Moscow, Idaho 83843-3659 [www.msd281.org](http://www.msd281.org)  
Human Resource Office (208) 892-1126, District Office (208) 882-1120, FAX (208) 883-4440

### ANNOUNCEMENT OF VACANCY - NON-CONTRACT AT-WILL POSITION

POSITION	<b>ADMINISTRATIVE ASSISTANT – DISTRICT OFFICE</b> 8 hours/day, 260 days/year
STARTING DATE	June 16, 2025
SALARY	\$27.77/hour
HOURS	7:30 a.m. – 4:30 p.m.
JOB DESCRIPTION	The Executive Assistant to the Superintendent serves as a key administrative support professional, ensuring the efficient and effective operation of the Superintendent's office. This position plays a critical role in supporting the district's leadership team, maintaining district records, managing communications, and ensuring compliance with legal and policy requirements. The Executive Assistant may also be appointed as Clerk of the Board and perform associated duties which may include nighttime meetings.
QUALIFICATIONS	<ol style="list-style-type: none"><li>1. High School Diploma with three years of office or related work experience.</li><li>2. Computer skills: software applications, word processing, spreadsheet applications, ability to update applicable web pages, and troubleshoot program issues.</li><li>3. Advanced computer skills including knowledge of all MS Office applications, student management software, Web design and desktop publishing programs.</li><li>4. Excellent written and oral communication skills; reading and speaking English; positive and effective communication.</li><li>5. Collaboration and organizational skills; knowledge of technical language related to this position; and learning, reasoning, and making decisions.</li><li>6. Able to adjust to flexible work assignments, including attending night meetings.</li><li>7. Ability to work independently with attention to detail in an environment with distractions and interruptions.</li></ol>
CLOSING DATE	<b>Open until filled.</b>

**Apply online [www.msd281.org](http://www.msd281.org)**

Candidate hired will be required to submit proof of identity and employment eligibility. **A criminal history check is required at the employee's expense.**

### AN EQUAL OPPORTUNITY EMPLOYER-EDUCATOR

The Moscow School District does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, physical characteristics, sex stereotyping, transgender status, and gender identity), marital status, national origin (including limited English proficiency), socioeconomic status, age, disability, or political affiliation or belief.