



# Morley Stanwood Community Schools

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4700 Northland Drive  
Morley MI 49336  
(231) 856-4392

## JOB POSTING

### Internal/External

### *Elementary Secretary*

**Classification:** Hourly, Non-Exempt  
**Duration:** 2024-2025 School Year  
**Compensation:** Per Administrative Assistant Handbook.  
**Reports to:** Elementary Principal  
**Posting Date:** July 21, 2025

### Position Summary

Seeking a collaborative office team member to assist students and adults resulting in positive office experiences.

### Professional Qualifications

- Associate's degree/High School diploma with relative experience.
- Must have mental/physical ability and stamina for meeting the requirements of the position and possess a valid Michigan driver's license.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

### Professional Responsibilities:

- High functioning technology skills preferred skills with student data systems and Microsoft Office.
- Excellent interpersonal skills required for working with students and adults in both verbal and written formats.
- Comply with State and Federal regulations regarding confidentiality.
- Accurately maintain a variety of records, files, and other information.
- Regular timely attendance
- Ability to perform all duties in accordance with applicable district policies and legal requirements.

**Internal Deadline:** July 25, 2025

Submit letter of interest by email to [HR@morleystanwood.org](mailto:HR@morleystanwood.org)

**External Deadline:** August 1, 2025 or until filled

**Please submit cover letter, resume, and list of references to:**

[HR@morleystanwood.org](mailto:HR@morleystanwood.org) or

Human Resources

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