



JOIN THE SENECA VALLEY TEAM!

ADMINISTRATIVE ASSISTANT POSITIONS

Seeking knowledgeable applicants with strong interpersonal and communication skills for permanent 12-month (\$30,636/year salary) administrative assistant positions. Requirements: Must pass the district administrative assistant test when scheduled. High attention to detail required. Must be able to multi-task in fast paced work environment. Submit required information to www.svsd.net/Employment.



“One of my favorite things about this job is the variety. No two days are the same, and it is fun for me to problem solve and try to help power through the little wrinkles that pop up. I also really enjoy working with all my coworkers, knowing that we are all trying our hardest to make this the best educational experience possible for our students. It is a great job for working moms since we have time off during Thanksgiving, winter, and part of spring break to be home with our kids, and my superiors are very gracious and flexible with my schedule when I have unexpected childcare issues.”

Heather Ruppert, Administrative Assistant
Ehrman Crest Middle School

“Every morning I look forward to coming in to work. Each day brings a new challenge, a fast pace, and an opportunity to work with wonderful staff and students. Administration is supportive, and my coworkers are amazing.

I am still able to be home shortly after my older children get home from school. My schedule is ideal for being present for my family, while providing amazing health care coverage and financial support.”

Emily Ladd, Administrative Assistant
Ehrman Crest Middle School

APPLY TODAY!

To learn more and apply, visit
www.svsd.net/HumanResources
or call (724) 452-6040

Benefits of working at Seneca Valley:

- Competitive wages and benefits
- Outstanding professional development
- Commitment to supporting diverse faculty and staff
- Inclusive and motivated students and engaged families
- Commitment to community service
- Exceptional facilities

The Seneca Valley School District is committed to advancing equity and embracing diversity and inclusion in the workplace. EOE.