

UNIVERSITY LABORATORY SCHOOL

A HAWAI'I PUBLIC CHARTER SCHOOL

School Office Clerk (OAHU)

University Laboratory School, a Hawai'i public charter school, is seeking a qualified candidate for the full time position of School Office Clerk. The school office clerk will assist with the organization and maintenance of the school office at the University Laboratory School. The school office clerk will help ensure the maintenance of accurate student records, provide clerical support to the school administrative staff, provide basic first aid, communicate various information regarding activities and/or in response to requests, and provide for timely and accurate distribution of information, and other job related duties as assigned.

Minimum Qualifications:

- High School diploma or equivalent.
- One year of experience in a school office or equivalent.
- Knowledge of and experience in: word processing, computer applications, standard office equipment, computations, records, reports, documents, designated student related needs, telephone calls, receptionist correspondence.
- Ability to effectively communicate orally and in writing to students, parents, administration, teachers, staff, and the community in a professional manner.

Desirable Qualifications:

- Bachelor's degree in business/office management or related field.
- Three (3) or more years of office management or school office work experience.
- First Aid, CPR, AED Certifications
- Knowledge or awareness of public/charter school and/or DOE procedures, regulations and policies.

To apply:

Send a letter of interest indicating how the applicant meets the required qualifications, resume and transcripts (transcript copies acceptable, however, official transcripts are required at time of hire) and the names and contact information of three (3) professional references.

Interested applicants must mail, email or hand deliver required documents to the address listed below, no later than **May 5, 2023**.

Email:

employment@universitylaboratoryschool.org

Mail or Hand deliver to:

University Laboratory School
Attention: Keoni Jeremiah, Principal
1776 University Ave. UHS 3- Room 115
Honolulu, Hawaii 96822