



5100 North Raider Road
Middletown, IN 47356
Phone 765.354.2266
Fax 765.354.2274

POSTING

POSITION:	Part-Time Corporation Administrative Assistant (approximately 20-25 hours/week)
POSTING DATE:	October 8, 2026
JOB DESCRIPTION:	Shenandoah School Corporation is seeking a part-time Administrative Assistant to support the Administrative Office. This is a year-round position, with work continuing throughout the calendar year. In this role, you will answer the phone, greet visitors, and serve as a welcoming first point of contact for staff, families, and the public. You will also organize and process corporation-level background checks for new hires, existing employees, and volunteers, maintain and file documentation as needed, and help carry out the office's day-to-day operational processes and procedures. The ideal candidate is highly organized and detail-oriented, with the ability to handle confidential information accurately and professionally while balancing multiple responsibilities. We are looking for someone dependable and adaptable, with strong communication and problem-solving skills, who can support Human Resources, payroll, accounting, and Administrative Office operations in a collaborative, service-oriented educational environment.
QUALIFICATIONS:	Previous experience in an administrative role working with Human Resources and Financial Data. The successful applicant is responsible for the cost of the Expanded Criminal History Background Check and Child Protection Index Check.
COMPENSATION:	\$19/hour
APPLICATION PROCESS:	Interested, qualified applicants should complete the SSC Non-Certified Application . Please also send an email indicating your interest to Amanda Jones at ajones@shenandoah.k12.in.us .