



## SOUTH EASTERN SPECIAL EDUCATION

*Serving Clay, Crawford, Jasper, Lawrence, and Richland Counties*

**Kim Kessler, Director**

July 15, 2022

### **Vacancy Notice**

South Eastern Special Education has a vacancy for the following position:

### **Administrative Assistant**

This vacancy will be located at the South Eastern Special Education Central Office in Ste. Marie, IL. Applicants must possess a professional demeanor and attitude and be well-organized. The applicant must have the ability to compile reports, maintain data systems, respond to phone calls, emails, routine letters, and direct inquiries to the appropriate person, along with complete other basic clerical functions. This position requires a knowledge of computer programming, with a strong emphasis on Google. The hours for this position will be 7:30 am to 3:00 pm. The preferred applicant would have an Associate Degree and/or experience as an Administrative Assistant. The deadline to apply will be July 22, 2022.

Interested applicants should send a cover letter, resume that includes three references to the attention of:

Kim Kessler, Director  
South Eastern Special Education  
PO Box 185  
Ste. Marie, IL 62459

Or e-mail to: [kkessler@sese.org](mailto:kkessler@sese.org)

P.O. BOX 185 ■ STE. MARIE, IL 62459 ■ 618-455-3396 ■ FAX 618-455-3134

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