



POSITION VACANCY ANNOUNCEMENT

Administrative Assistant

(September, 2010)

The Collinsville Area Recreation District is accepting applications for the position of Administrative Assistant. This full-time position requires 40 hours per week with some nights and weekends. The individual will be responsible for providing administrative support to the Executive Director as part of the District's administrative team. Minimum requirements: Associate's Degree or high school diploma and three years of experience in an office support position. The ideal candidate will be a team player who can work independently, is proficient in business letter writing and report production, is able to communicate clearly both orally and in writing, and has strong computer skills. Proficiency with Microsoft programs a must. Applicants should send or deliver a letter of interest with their resume and at least three letters of reference to: Executive Director,

Re: Administrative Assistant Position, Collinsville Area Recreation District,
10 Gateway Drive, Collinsville, IL 62234. Phone calls and drop-ins regarding this position are not welcome. Open until filled.