



DATE POSTED: SEPTEMBER 9, 2026
APPLICATION DEADLINE: SEPTEMBER 23, 2026

VANGUARD-SENTINEL CAREER & TECHNOLOGY CENTERS POSITIONS NOTICE
(vacancy for the 2026-2027 school year)

POSITION: Adult Education Administrative Assistant

LOCATION: VSCTC District

MINIMUM Possess a high school diploma. Postsecondary coursework or associate degree preferred, but not required. Minimum of two years of experience in an administrative/clerical role.

Possess excellent interpersonal, organizational, technology, and communication skills. Ability to interact professionally and efficiently with students, staff, businesses, and the general public. Proficiency with office technology, including spreadsheets, email, databases, reporting portals, and online student information systems. Ability to maintain accurate records and handle confidential information in compliance with FERPA and other applicable regulations. Strong attention to detail and accuracy. Ability to work both independently and collaboratively within a team environment. Willingness to learn new systems, processes, and regulatory requirements related to adult and public safety education. Positive background checks (BCI/FBI) required.

GENERAL DESCRIPTION: The administrative assistant is responsible for providing comprehensive administrative support to ensure the efficient operation of the office and the adult education programs. Duties include managing daily office operations, maintaining accurate student and program records, coordinating student admissions and enrollment, assisting students with registration and required documentation, overseeing billing and payment processes, maintaining course schedules and calendars, advertising upcoming courses, communicating with students, instructors, and program personnel, and ensuring information is accurately entered and maintained in applicable systems. The Administrative Assistant serves as the primary point of contact for the Adult Education office and works cooperatively with coordinators, financial aid personnel, administration, and all Adult Ed staff to support student success and the effective delivery of adult education programs.

WORK WEEK/YEAR: Full-time

SALARY: In accordance with the Board Policy.

BENEFITS: In accordance with the Board Policy

STARTING DATE: November 1, 2026

APPLY TO: Paige Webb, Office of the Superintendent, (419) 332 - 2626 ext. 1003
1306 Cedar Street, Fremont, Ohio 43420
pwebb@vsctc.org
Submit a completed employment application, resume, copy of college transcripts, industry credentials, and current State of Ohio educator licenses.

Title VI, VII (Civil Rights Act of 1974), Equal Pay Act of 1963, Title IX & Section 504 Regulations are followed.
According to ORC 3319.311 a criminal records check is required prior to employment.