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## **Student/Data Services and Guidance Assistant** **Fulltime – (School year)**

### ***Southwest Vermont Regional Technical School District*** ***Career Development Center***

is seeking a **Full time Student/Data Services and Guidance Assistant.**

#### Qualifications:

- Experience with student management systems (Infinite Campus, PowerSchool, Administrators + (Rediker)
- Strong skill-set in the Microsoft Office Suite
- Ability to multitask in a busy office environment and effectively interact with students, faculty, staff and parents.
- Demonstrated ability to meet deadlines
- Accuracy, flexibility, confidentiality, teamwork and attention to detail required
- Excellent communication and problem solving skills
- Ability to operate multi-line phone systems
- Position is school year with additional work days as needed (7:15am -3:15pm)
- Start date July 1, 2017

Send letter of interest, resume, three letters of reference and copies of any current certifications to:

Human Resources/SVCDC  
321 Park Street  
Bennington, Vermont, 05201  
[hr@svcdc.org](mailto:hr@svcdc.org)

Applications accepted until position filled.

X\_\_Schoolspring  
X\_\_Schools  
X\_\_Bennington Banner

EOE: Southwest Vermont Regional Technical School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws..