



SOUTHERN TEACHERS AGENCY

When Only the Best Will Do!

VACANCY ANNOUNCEMENT

OFFICE ASSISTANT

Southern Teachers Agency is a placement service for teachers located in Charlottesville, Virginia.

We are seeking an office assistant to begin work in May 2010.

The duties are primarily computer related—email, data entry, scanning—but also include telephone reception and other tasks relevant to keeping a small office running.

Candidates should be highly organized and detail-oriented. Must be diligent and responsible. Superior communication skills are essential. Must be able to work in a variety of MS Office programs.

Strong preference for candidates familiar with private/independent schools.

35-40 hours per week, Monday through Friday.

Highly competitive hourly wage. Excellent health insurance benefits available.

To apply, please send your resume and a cover letter as email attachments (MS Word or PDF files only) to

Goodman@SouthernTeachers.com

In the subject line, please write “STA Office Assistant”.

In the cover letter, please indicate your wage expectations.

No phone calls, please.