



# ALABAMA SCHOOL OF CYBER TECHNOLOGY AND ENGINEERING

**JOB TITLE: Clerical Assistant**  
**REPORTS TO: President**

**DESCRIPTION:** The Clerical Assistant will provide an array of duties to assist the Alabama School of Cyber Technology and Engineering. He/she will serve as a resource for various functions of the school. The Clerical Assistant will work as part of a team, ensuring the ASCTE meets its mission and goals.

**Qualifications:**

- Associates Degree or higher
- Prior related experience in education or business services

**Preferred Qualifications:**

- Excellent oral and written communication skills
- Proficient in the use of Google Suite
- Ability to work as part of a team to reach the goals, vision, and mission of the school

**Contract to be negotiated. The performance will be evaluated by the President.**

P.O. BOX 22086 HUNTSVILLE, AL 35814  
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