

Inter-Lakes High School

➤ **Guidance Registrar**

Full-time; 220 days/year; 8 hours/day; Monday – Friday

Inter-Lakes High School is seeking a qualified individual to fill the position of Guidance Registrar.

This person will be highly organized, attentive to details, keep meticulous school records, proficient in Microsoft Office applications and be ready for training in other software applications, and have the ability to work in a fast pace office environment. Candidate will work directly with the Guidance Team, the public and all individuals within a school environment.

APPLICATION DEADLINE: November 14, 2017