The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Director of Advising Centers/Career Counselor at 731-288-7514.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Administrative Assistant to the Superintendent for Millington Municipal Schools

Business/Location: Millington Municipal Schools
Millington, TN 38053

Position Announcement:

Dr. David Roper, Superintendent for Millington Municipal Schools, is searching for an Administrative Assistant.

Applicants for the Administrative Assistant position must feel comfortable working with and speaking to the public. At times, the Administrative Assistant will work in a Public Relations (PR) type capacity. Applicants must also be well versed in Microsoft Office (specifically Word and Excel).

Educational Requirements:

2-year degree in business related program is preferred.

Contact information:

Dr. David Roper
901.873.5680
or
Ms. Louise Kennon
901.872.1528

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Check out the DSCC Career Counseling webpage. [http://www.dscc.edu/current%20students/career%20counseling](http://www.dscc.edu/current%20students/career%20counseling)