



WASC Accredited for Grades K-8

NOW HIRING:
Administrative Assistant Position Available!

5/19/10

Only those who possess the following qualifications should apply:

- Must have a very strong command of both written and spoken English language
- Previous experience in administrative assistance or management
- CPR/First Aid certification
- Proficient with Microsoft Word, Access, Excell and internet usage
- Able to create letters, flyers, and quarterly newsletters
- Able to work efficiently and multi-task in a busy environment
- Able to work well with children and adults, and people of varying social, ethnic, religious, and economic backgrounds

TO APPLY:
Submit your resume and cover letter by mail, fax, or walk-in to

Islamic School of San Diego
ATTN: Administrative Assistant Position
7050 Eckstrom Ave. San Diego, CA. 92111

Phone: 858-278-7970

FAX: 858-278-7995



E-mail: admin@issdweb.org