

## Prairie Harbor Campus/PEIMS Secretary Vacancy

Brazos Independent School District is now accepting applications for a campus registrar and PEIMS data clerk at the Prairie Harbor Alternative Campus. Qualifications: High school diploma; proficient with financial accounting, basic math, Microsoft Word, Excel, Outlook, Google Docs, Google Calendar, and TxEIS student management system. The ideal candidate will be able to meet strict reporting deadlines and be experienced in handling a wide range of administrative challenges in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. Length of work year: 209 days. Salary Range: Commensurate with experience. To apply: email a cover letter, district application, resume, transcripts and a copy of credentials to Lisa Kanak, Superintendent Secretary, [likanak@brazosisd.net](mailto:likanak@brazosisd.net). Application can be found at [www.brazosisd.net](http://www.brazosisd.net) under the employment tab. Faxes will not be accepted. Position opened until filled. Applicants for all positions are considered without regard to race, color, national origin, religion, sex, marital status, veteran or military status, disability, or any legally protected status.