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# Example of High School Job Description

Our company is hiring for a high school. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for high school

* Assist students with information regarding a wide variety of school-related matters
* Photocopy as necessary
* Assist other office personnel as directed
* Attend and participate in designated meetings/trainings as directed by supervisor
* Travel between schools as needed
* Notify appropriate authority immediately in the event of any incident or health issue occurring on school premises
* Develops a communications strategy to manage the timing and content of various outgoing messages to applicants and enrolled Summer School students
* Advises applicants and enrolled Harvard Pre-College and Secondary School students regarding program materials, courses, student activities, finances, and processes affecting them and within the confines of Harvard Summer School regulations
* Coordinates logistics for guest speakers, faculty and teaching assistants such as field trips and course supplies
* Manages all evaluations for the Harvard Pre-College Program including student performance evaluations by faculty course and program evaluations by students and residential staff

## Qualifications for high school

* Familiarity working with Electronic Test Tools (multimeter, oscilloscope, power supplies, function generator, hipot)
* Strength requires lifting of up to 40 pounds
* Prolonged standing (approx 8 hrs per day)
* Miscellaneous repetitive motion
* 2.0 minimal GPA
* Must be a Junior or Senior in High School