

Central Nine Career Center  
Greenwood, Indiana 46143  
MEMORANDUM

TO: Central Nine Career Center Governing Board  
FROM: Michelle Davis, Director of Adult Education  
DATE: 05/03/2017  
SUBJ: Executive Summary – Add Office Assistant Position to Adult Education, Part time Position

Adult Education Office Assistant position with hourly rate of \$11.59 on a **part time, 12-24 hours/week, 12:00pm to 8:00pm, 2-3 days per week. Pay is sustainable by Adult Education Grant funding.**

**To begin employment with 17-18 Funding in July. I wrote this position into the 17-18 grant, therefore would like to begin the process of being able to post the job, if and when the grants are accepted. If the grant does not get funded, then the job will not be posted.**

**No Benefits available with position.**

**Contributing factors:** The Adult Education class schedule operates on a 46 week fiscal year due to the State of Indiana DWD adult education guidelines. To gain consistency in the afternoon and evening hours of Adult Education.