

Vacancy Notice

The School District of Rib Lake is seeking applicants for the following full time positions:

High School Secretary

This full-time position is from 7:30 am – 4:00 pm. A high school diploma or equivalent is required, with an associate's degree preferred. Outstanding oral and written communication skills are essential. The ability to use office computer programs, basic accounting skills, and work in a fast paced, confidential environment is required.

The salary is \$13.03/hour. Benefits are available for the position per the Employee Handbook. A job description is available at the Rib Lake District Office.

Qualified candidates should complete a district support application, submit a letter of interest, and provide three letters of recommendations to:

**Lori Manion, District Administrator
School District of Rib Lake
PO Box 278
Rib Lake, WI 54470**

Deadline: Friday, April 27, 2018

Applications are available on our website: www.riblake.k12.wi.us under Employment Opportunities (Support Staff) or at the district office.

The School District of Rib Lake is an equal opportunity employer