



May 3, 2018

External Posting

Middle School Administrative Assistant

The Clinton Community School District is currently seeking a 10-month, full-time, administrative assistant at the middle school. This position is 37.5 hours per week, Monday through Friday from 7:45 a.m. to 3:45 p.m.

Candidate must enjoy a dynamic fast-paced environment. Candidate must be a self-starter, service, and detail-oriented, hard-working, professional, accommodating, flexible, problem solver, and able to maintain confidentiality. Experience with Microsoft Word, Excel, and Google Apps is a must. Also, experience with Skyward (student management software) is preferred. Strong typing, proofing, oral and written communication skills, ability to maintain the confidentiality of student records and efficient money handling skills, as well as being a team player in an office environment are all requirements of this position.

Applicants must have a high school diploma. Applications will be accepted via WECAN ID #32519 and must include a letter of interest, a current resume, letters of recommendation and a listing of professional references. Candidates must also complete the clerical question set. This position will remain open until filled.

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DISTRICT OFFICE

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ELEMENTARY SCHOOL

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P.O. Box 70
Clinton, WI 53525
608.676.2211

MIDDLE SCHOOL

115 Milwaukee Road
P.O. Box 559
Clinton, WI 53525
608.676.2275

HIGH SCHOOL

112 Milwaukee Road
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Clinton, WI 53525
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