



# UNITY SCHOOL DISTRICT

1908 150<sup>th</sup> Street/Hwy 46 North, Balsam Lake, WI 54810-7267

Phone: (715) 825-3515 Fax: (715) 825-3517 [www.unity.k12.wi.us](http://www.unity.k12.wi.us)

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## NOTICE OF POSITION OPENING

### Middle School 11 Month Secretary

**Position:** Unity School District is looking for an outgoing, organized individual with a love for kids to fill the position of Middle School Secretary. This is a 40-hour per week 11-month position. The Secretary is responsible for, but not limited to: entering data and preparing reports, filing, student registration, greeting visitors, class scheduling, handling correspondence for various activities, organizing special events, assisting teachers whenever possible, and many other office tasks. The secretary works collaboratively with other District staff to ensure a safe and efficient learning environment for all students.

**Qualifications Necessary:** Applicants with at least three-years of office/secretarial experience are preferred. A strong working knowledge of computers and general office procedures is required. The ideal candidate will possess the desire and willingness to learn new tasks and grow professionally. Qualified candidates must be honest, caring, and flexible. Cash handling experience is a plus. Candidates must be able to carry out instructions, demonstrate the ability to multi-task in an environment with frequent interruptions, be accurate in job completion tasks, and maintain confidentiality. Candidates must exhibit excellent organizational skills and strong verbal and written communication skills including proofreading and composing correspondence. It is critical that candidates have outstanding customer service skills, a good sense of humor, and a strong desire to work with children and be a positive influence in their lives.

**How to Apply:** Qualified, interested persons should apply by completing a WECAN Application online at <https://wecan.education.wisc.edu/#/>. Please upload to WECAN your resume and three (3) letters of recommendation.

**Application Deadline: May 30, 2017**

**EOE**

Unity School District does not discriminate on the basis of age, sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

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INTERNAL USE ONLY:

POSTED/PUBLISHED	DATE
District Email	5/16/17
Unity Website	5/16/17
Ledger	5/16/17
Leader	5/16/17
Amery Free Press	5/16/17
Tri-County North/Indianhead Advertiser (iccpa)	5/16/17
WECAN	5/16/17