
UNITY

SCHOOL DISTRICT

1908 150th Street/Hwy 46 North, Balsam Lake, WI 54810-7267
Phone: (715) 825-3515 www.unity.k12.wi.us Fax: (715) 825-3517

NOTICE OF POSITION OPENING

Administrative Assistant

Position: Position will have primary responsibility for providing administrative assistance to the Superintendent and Board of Education. Duties to include; accurate compilation and filing of Department of Public Instruction reporting, coordination of District recruitment efforts, maintenance of all employee personnel files and district records, coordination of student open enrollment.

Qualifications: Position requires a balance of secretarial and organizational expertise. Applicant must possess excellent interpersonal skills and collaboration as part of the District Office team. Excellent verbal and written communication skills. Strong technology skills including Microsoft Word and Excel proficiency. An attention to detail, ability to maintain confidentiality and strong initiative are necessary.

Requirements: Minimum of three years secretarial/administrative assistant experience. Preference given to proven experience in an educational or institutional setting. Strong communication skills and a customer-focused, team-orientation are critical to success in this position. Preference given to candidates with post-secondary degree or further administrative training.

How to Apply: Qualified, interested persons should apply by using the [Wisconsin Education Career Access Network](https://wecan.education.wisc.edu/#/) (<https://wecan.education.wisc.edu/#/>).

Deadline: Open Until Filled

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.