



**BURLINGTON AREA SCHOOL  
DISTRICT**

**PLACEMENT NOTICE  
INTERNAL/EXTERNAL POSTING  
2017-18 SCHOOL YEAR**

**Position:** District Office Administrative Assistant (Category 1)

Burlington Area School District is seeking a candidate for a 12-month administrative assistant to support the operations of the District Office. This position is for 32-36 hours per week and offers a full benefit package.

**Qualifications:**

- ✓ Associate degree preferred
- ✓ Demonstrates superior organizational skills
- ✓ Demonstrates ability or has work experience in a fast paced, busy office
- ✓ Demonstrates ability or has work experience to multi-task with frequent interruptions
- ✓ Demonstrates ability or has work experience in meeting deadlines
- ✓ Good problem solver with a positive attitude
- ✓ Working knowledge and skilled in the use of Skyward and Alio
- ✓ Experience in accounting, human resources and wellness desired

**Posting Date:** June 30, 2017

**Closing Date:** July 10, 2017

**Position/Posting Approval:** \_\_\_\_\_  
*Peter Smith*

**Interested candidates should apply on WECAN or send a letter of interest and resume to:**

Ruth Schenning  
Burlington Area School District  
100 N Kane Street  
Burlington, WI 53105

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquiries or complaints alleging non-compliance with Title IX of the Educational Amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.