

The South Central School District is accepting applications for an
11 month Administrative Assistant

38.75 hours per week; Monday through Friday

Benefits include:

- District contribution of 6% to South Dakota Retirement
- Annual district contribution of \$8,037.12 toward health insurance
- 7 paid holidays
- Paid leave after successful completion of introductory period

Candidates should have:

- Excellent computer skills and communication skills (both oral and written)
- Polite demeanor in working with a variety of people
- Ability to hold student and staff information in confidence
- Willingness to learn
- Previous work experience in a school setting is helpful, but not required

Wages dependent on qualifications.

Interested candidates should apply in person at

South Central School District
401 Birdsell St.
Bonesteel, SD 57317
Or contact Superintendent Brad Peters at 605-654-2314
Closing date is July 14, 2017

The South Central School District is an equal opportunity employer providing opportunities for employment without regard to race, color, creed, religion, age, gender, disability, sexual orientation, national origin or ancestry.