

POSITION AVAILABLE AT USD 410

Secretary/Administrative Assistant:

Hillsboro USD 410 is seeking a person to serve at Hillsboro Middle / High School as a secretary / administrative assistant. Applicant must have strong computer skills and the ability to multitask while working as a receptionist. The successful applicant will receive training to work with our building's administrative program. Extended school year position beginning July 27, 2017. Health insurance benefit, personal and sick leave, paid holidays and retirement benefit provided. Applications accepted through July 4, 2017.

Applications are available on our website at www.usd410.net or at our Central Office. For questions please call Carla Harmon at 620-947-3184 or email at carla.harmon@usd410.net.