



## ***Willmar Public Schools- District Office***

*Inspiring and preparing all learners for their future in our community and the world*

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### **VACANCY NOTICE**

September 18, 2020

<b>Position</b>	Administrative Assistant to the IT Director
<b>Location</b>	District Office
<b>Contract Time</b>	8 hours per day, 260 days per year
<b>Qualifications</b>	High School Diploma or GED
<b>Salary</b>	As per the Secretary Master Agreement
<b>Application Materials</b>	Apply Online at <a href="http://www.willmar.k12.mn.us">www.willmar.k12.mn.us</a>
<b>Application Deadline</b>	September 25 <sup>th</sup> , 2020 (Internal) or October 2nd, 2020 (External)
<b>Start Date</b>	Upon Hire
<b>Contact Person</b>	Dena Horning, Human Resources Assistant Willmar Public Schools 611 5 <sup>th</sup> St SW Willmar MN 56201 320-231-8513 <a href="mailto:horningd@willmar.k12.mn.us">horningd@willmar.k12.mn.us</a>

**WILLMAR PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER**