



HESPERIA COMMUNITY SCHOOLS

96 S Division
P.O. Box 338
Hesperia, MI 49421-0338
Superintendent Phone: (231) 854-6185, Fax: (231) 854-1586
Website: www.hesp.net



JOB POSTING

Posting Date: June 17, 2024

Position: Middle School/ Athletic Administrative Assistant

Start Date: August, 2024

Rate: As per Master Bargaining Agreement

Qualifications:

Applicants must have critical computer skills, including word processing and knowledge of Google, and Microsoft Suite Applications. Applicants must have strong people and organizational skills and a demonstrated history of good attendance. Applicants must have excellent communication skills, able to take initiative, and the ability to sort priorities. Completed coursework/credit/certifications associated with the job description are preferred. (A complete job description for this position is located in Central Office for applicants to review)

Applicants Should Contact: Chad Paine, MS/HS Principal
Hesperia Community Schools
96 South Division
P.O. Box 338
Hesperia, MI 49421

Telephone: 231 854-6185

Fax: 231 854-1586

Email: painec@hesp.net

Posting Closing Date: Until Filled