

# Posting

Posting Date: November 29, 2023

The following position is being posted effective January 8, 2023

## **Special Services Director Secretary/Central New Student Registrar**

**Class II Secretary - 225 days**  
**Location: Administration Office**  
**Hours: 7:30 am – 3:30 pm**

### **Requirements and Qualifications**

- See attached job description for a detailed list
- Successful passage of Drug/Alcohol Screening
- Current FBI/BCI

Salary per the Negotiated Agreement  
**Deadline to apply: December 6, 2023**

**Apply in Writing to:** Brian Rentsch, Superintendent