

**JOB POSTING**  
**Business Office Assistant**  
**BEAL CITY PUBLIC SCHOOL**

DESCRIPTION: Business Office Assistant

LOCATION: Beal City Public School

**STARTING DATE: October 2, 2017**

QUALIFICATIONS: High School Diploma or equivalent, Associates or Bachelors Degree preferred (also see attached)

RATE OF PAY: Starting pay will be \$10.36-\$11.11/hour  
*depending on education and experience*

HOURS/CALENDAR: Approximately 20 hours per week

SUPERVISOR: Beal City Business Manager, Rodney Freeze

DEADLINE TO APPLY: 3:00 p.m., Thursday, August 31, 2017

NOTE: Any applicant recommended for hire for any position will be required to consent to a criminal history investigation and possible background assessment, if required by job description.

All applicants must provide a cover letter and resume with along with a list of references.

**William C. Chilman IV, Superintendent**

**Posting date: 8-11-2017**

Beal City Public Schools, Go Aggies !

No person shall, on the basis of race, creed, gender, religion, national origin or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program, activity or employment by Beal City Public Schools.

