

SCHOOL DISTRICT OF MAUSTON

510 Grayside Avenue, Mauston, WI 53948 • (608) 847-5451 • Fax (608) 847-4635

EMPLOYMENT OPPORTUNITY

Job Title: Administrative Assistant

Posting Date: 06/24/2025

Location: Olson Middle School

Hours of Work (%FTE): 7:30 AM - 12:30PM

Pay Rate: \$15.25

Anticipated Start Date: August 1, 2025

Job Description:

The School District of Mauston seeks an individual who has the ability and willingness to work as a part-time Administrative Assistant at Olson Middle School. This is a 10-month position, Monday through Friday. The successful candidate must have a friendly, helpful attitude, and an ability to maintain a high level of confidentiality, as this position consists of helping students, staff, and the building Principal on a daily basis. This position also receives prorated paid time off and paid holidays.

Qualifications:

Applicants must have a high school diploma or equivalent along with a valid driver's license. Applicants must have excellent technology and organizational skills and the ability to communicate positively and effectively with students, staff, and families. Preferred candidates will be a proven self-starter, have experience with Microsoft Excel and Microsoft Word, and be able to learn other software programs. The District uses Skyward Student software, RedRover, ParentSquare and Gmail/Google programs. The candidate must pass a background check and drug screen upon offer of employment.

How To Apply:

Apply on WECAN at <https://wecan.education.wisc.edu/#/>; Vacancy ID: or

Apply on Indeed at www.indeed.com

Deadline for Application Materials: Until Filled

HR Contact: Jennifer Baldwin

Phone: (608) 847-5451 ext. 6687

*For more information, please contact Olson Middle School Principal
Jack Hammer at (608)847-6603 extension 3341 or via email at jhammer@maustonschools.org.*

The School District of Mauston is an Equal Opportunity Employer.

