

Sturgis Public Schools

March 18, 2024

SUMMER ACADEMIC CAMP SECRETARY

REQUIREMENTS: High School Diploma or GED; Word, Excel, and Database Skills; Spanish speaking preferred.

POSITIONS: One secretary to be assigned at Eastwood Elementary.

DATES: June 3 – June 28

TIME: 8:00 AM -1:00 PM

PAY: \$15.26 per hour

DAYS: MONDAY- FRIDAY

DEADLINE TO APPLY: Those interested in applying for this vacancy should submit a written request for consideration to Amy Albarran at amalbarran@sturgisps.org no later than 12PM, Friday, April 26, 2024.

In compliance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Sturgis Public Schools District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, service or in employment. For information, contact Nicole Gittinger, Assistant Superintendent at 107 W. West St., Sturgis MI 49091 or (269) 659-1500.



Ray Sterling
Director of Finance