

Sturgis Public Schools
VACANCY NOTICE

April 22, 2024

**ADMINISTRATIVE ASSISTANT
HIGH SCHOOL**

HOURS: Full-time: 8 Hours Per Day / 41 Weeks

RATE OF PAY: Per Secretary Handbook

START DATE: 2024 - 2025 School Year

TO APPLY: Email a letter of interest and resume to Amy Albarran at amalbarran@sturgisps.org. Position is open until filled.

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