

THE SCHOOL DISTRICT OF MAUSTON

is seeking a friendly and energetic individual who enjoys working with children, for a **part-time Program Assistant/Office Receptionist** at our Eagle After School Program.

This position starts in September each school year and runs through late May. Hours are 1:00-6:00 p.m. Monday through Friday.

Position will involve attending to office reception, and will provide support to the Eagle After School program. Includes office and database management, monitoring supply inventory and requests, and evening checkout for after-school program attendees.

Please submit your application using the WECAN system at <https://wecan.education.wisc.edu/#/>. Reference Job/Vacancy ID #63676 under Support Staff, or download an application from our website, www.maustonschools.org, under Employment.

Questions regarding this position may be directed to
Angie Wollschlager, 847-5451 ext. 6684.

We are an equal opportunity employer.