**PANA COMMUNITY UNIT DISTRICT #8**

**May 20, 2020**

 **PLEASE POST IN ALL BUILDINGS ON TEACHER’S BULLETIN BOARD**.

**NOTICE OF VACANCY (External Posting)**

**POSITION: Administrative Assistant/Purchasing & Receiving**

 **Unit Office**. Position will begin July 1, 2020.

**SALARY:** $13.50 per hour, plus benefits. 12 month work schedule.

**QUALIFICATIONS:** High School Diploma or equivalent required. A minimum of 1-3 years’ experience in an office administration or related position. Knowledge of Microsoft Office programs including Word, Excel, PowerPoint, etc.; Google Docs/Classroom. Additional job duties as outlined in job description.

**APPLICATIONS:** Application must be submitted to the

 Superintendent’s office by 3:00 pm, June 5, 2020.

Job Application available on district web page [www.panaschools.com](http://www.panaschools.com) or can be picked up at the Unit Office from 8:00 am – 11:00 am.

**APPLY TO:** Mail, Email or drop the application off at the following address.

 Mr. Jason Bauer, Superintendent of Schools

 Pana Community Unit District #8

 14 East Main Street - P. O. Box 377

 Pana, IL 62557

 Email: jbauer@panaschools.com