



# Notice of Available Position(s) Administrative Assistant @ Mackinaw Trail Middle School 10 month

**Posting Period:** August 6, 2020 to August 19, 2020

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## **Required Application Materials:**

Letter of Interest

Current Professional Resume

Copy of Certifications

List of References (minimum of three references)

Please feel free to include any other application materials that you feel may be necessary.

## **Apply to:**

Jennifer Brown, Superintendent

Cadillac Area Public Schools

421 S Mitchell Street

Cadillac MI 49601

231.876.5000

Electronic Applications can be sent via email to [jobs@cadillacschools.org](mailto:jobs@cadillacschools.org)

**Cadillac Area Public Schools is an Equal Opportunity Employer**