



# Notice of Available Position(s)

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## ***Administrative Assistant @ Lincoln Elementary 8.0 hours per day - 10 months***

**Posting Period:** May 22, 2023 to May 26, 2023

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### **Required Application Materials:**

Letter of Interest

Current Professional Resume

Copy of Certifications

List of References (minimum of three professional 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 South Mitchell Street

Cadillac, MI 49601

231.876.5000

Please email application materials in one PDF to: Email: [jobs@cadillacschools.org](mailto:jobs@cadillacschools.org)

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