



NEWLOTHROP AREA PUBLIC SCHOOLS

-INTERNAL POSTING-

SEASONAL ELEMENTARY OFFICE

Summer Help - June, July, August

May 5, 2025

- Preferably somebody who has worked in the office previously during the summer.
- Various duties including phones, new student tours, data base updating, communications, and assisting with projects.
- Must have basic computer skills.
- Minimum wage
- Part time-hours may vary, 20-24 hours/week depending on need.
- Summer 2025

Interested individuals should forward a letter of interest to Kelly Green by May 19, 2025

The New Lothrop Area Public School District has a policy that no person shall on the basis of age, sex, race, color, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment or any of its programs or activities.