## VACANCY NOTICE

**Position:** **Athletic and Activities Secretary**

 **Central High School**

**Apply to:**  Steve Diversey

 Athletics and Activities Director

 44W625 Nesler Rd.

P.O. Box 68

 Burlington, IL 60109

**Phone inquiries:** Steve Diversey

 847-464-6030

**Application deadline:**  Until Position is filled

Applicants should supply the following materials to complete their application:

### Formal application (<http://www.applitrack.com/bcsd301/onlineapp/>)

1. Personal Resume
2. Credentials and recommendations
3. Transcripts if applicable
4. Copy of appropriate license(s)

**General Information:**

Central 301 is seeking applicants for a full time, 245-day Athletic & Activities secretary. Qualified applicants will have a strong working knowledge of office equipment and programs including, but not limited to, Google Apps for Education and Microsoft Office, and strong interpersonal and communication skills.  Applicants must possess a passion for athletics and school activities.  Full-time benefits are included with the position.