

Platte County School District #67
Humphrey Public Schools



405 South 7th Street ~ P.O. Box 278
Humphrey, NE 68642-0278
Phone: (402)923-1230 ~ Fax: (402)923-1235
www.humphrey.esu7.org

Administrative Assistant

Humphrey Public School is accepting applications for an **Administrative Assistant** to begin approximately Wednesday, July 18. This position offers excellent benefits including single BCBS Health/Dental insurance or cash in-lieu of insurance along with 5 paid holidays. Applicants must possess excellent communication skills with students and adults, excellent computer/keyboarding skills, be able to multi-task, knowledge in Power School, experience working with state reports, excel and csv files. Interested applicants must complete a successful background check and complete an application for Classified Employees located on our school web page at <http://www.humphreybulldogs.org/>. Please send to Greg Sjuts, Superintendent, Humphrey Public School, 405 South 7th Street, Humphrey NE 68642-0278. Applications will be taken until the position is filled.
EOE



“Our mission is to provide quality educational opportunities in a supportive environment.”

