



Terri L. Forsten, *Superintendent*

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Larry Prince
Director, Human Resources

Matt Cashman
Director, Facilities & Planning

PLEASE POST

FROM: Larry Prince, Director of Human Resources

DATE: January 11, 2018

SUBJECT: Vacancy for **2017-2018**

The Concord School District has the following vacancy for **2017-2018**:

Administrative Assistant

Concord High School – Diploma Academy

One Year Only

Up To 12 hours per week – flexible schedule TBD

No benefits associated with this position

Hourly Rate: \$16.00

Start Date: ASAP

Provide administrative/clerical support at Concord High School Diploma Academy.

This vacancy is posted through April 30, 2018, or until filled

If you are interested in this vacancy, please submit a job application with a letter of interest, resume, three current, signed letters of reference to: Ms. Carol Lundin, Diploma Academy Coordinator, c/o Concord High School, 170 Warren St., Concord, NH 03301 or e-mail at: clundin@sau8.org.

Go to www.sau8.org for a complete listing of all vacancies and to download the job application form.