



# Sandhills Public Schools



P.O. Box 29, 107 Gandy Ave.  
Dunning, NE 68833  
308-538-2228  
Superintendent: J.D. Furrow

Phone: 308-538-2224  
Fax:

## **Employment Opportunity**

Sandhills Public Schools is seeking applicants for a high school secretary. This position will be considered full time and may include summer hours. Benefits and salary will be dependent upon the applicant's education and experience. Duties will include administrative assistant work, school secretary work, and potentially bookkeeper/business manager work. Applicants should have a strong computer background, communication and organizational skills.

Interested persons should contact (308-538-2224) or stop by the high school office to pick up an application. Applications will be taken until a suitable candidate is located. The administration and/or school board personnel committee will review all applications and hold interviews as deemed necessary.