

**MEDFORD AREA PUBLIC SCHOOL DISTRICT
124 W. State Street
Medford, WI 54451
(715) 748-4620**

March 20, 2024

Executive Assistant – Human Resources

Medford Area Public School District is seeking a highly motivated and organized individual to fill the position of Executive Assistant in Human Resources. This position performs all human resource related duties on a professional and confidential level, including recruitment, employment onboarding, off boarding, benefits administration, record keeping, employee relations, policy implementation, procedures and employment law compliance.

Successful applicants must have a basic understanding of human resources; excellent technology and organizational skills; detail oriented; completes assignment in a timely manner; have the ability to multi-task; works with a high degree of independent judgment; have the ability to problem-solving; works with minimal supervision; communicates with staff, students, parents and other community members in a confidential and professional manner.

Applicant Requirement:

Applicant must be a high school graduate. Prior human resource experience preferred. Office experience and technology skills required as well as knowledge of Microsoft Word & Excel, Skyward Account Management and Google Workspace (Suites).

Apply immediately; open until filled

Send letter of application, resume, letter of recommendation and district application to:
Medford Area Public School District
Human Resources
124 W. State Street
Medford, WI 54451

More Information:

Visit our website at www.medford.k12.wi.us - click on employment opportunities.

**ALL POSITIONS ARE SUBJECT TO THE SCHOOL DISTRICT'S
CRIMINAL RECORDS, DRUG TESTING AND PHYSICAL EXAMINATION POLICIES.**

An Equal Opportunity Employer