

**MEDFORD AREA PUBLIC SCHOOL DISTRICT  
Rural Virtual Academy  
124 W. State Street  
Medford, WI 54451  
715-748-4620**

**January 18, 2018**

**Elementary Secretary- RVA**

Full-time position, \$12.25/hour plus benefits

**High School Secretary- RVA**

Full-time position, \$12.25/hour plus benefits

The Rural Virtual Academy is accepting applications for two 11-month office support positions requiring 36.25 hours per week. These are general secretarial positions in a virtual school that serves as secretary to the RVA Administrator. Applicants must be able to organize, coordinate, schedule and perform all office functions.

These positions have a flexible start date but required to begin no later than July 1, 2018.

**Applicant Requirement:**

Applicant must be a high school graduate. Office experience, technical college or university coursework preferred.

**Apply by:**

Friday, February 9, 2018

**Apply to:**

Send letter of application, resume and district application form 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](http://www.medford.k12.wi.us).

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

**An Equal Opportunity Employer**