

Dayville School District 16J
Has the following position open:

ADMINISTRATIVE ASSISTANT - REGISTRAR

Office management experience preferred.
Associate's Degree preferred.

Starting salary is based on the classified pay scale.
Work schedule follows school calendar.
Hours are 7:30 a.m. to 4:00 p.m. on school calendar days.
Position includes health benefit package and retirement (PERS).
Estimated start date: 8/14/2024

Candidates may secure an application packet from the school's
website at:

www.dayvilleschools.com/employment-opportunities

or by contacting:
Dayville School District 16J
P.O. Box C
Dayville, OR 97825
(855) 617-2412, ext. 2103
e-mail: dayoffice@grantesd.k12.or.us

Position will remain open until filled.

Dayville School District 16J is an equal opportunity employer.