

T. SECRETARY/HELP DESK COORDINATOR

Full-time, year-round position.

Focusing on the efficient use of technology to support Northern Ozaukee School District and Wisconsin Virtual Learning, Inc.'s efforts in teaching and learning.

This position provides secretarial support and coordination of the help desk for the I.T. Dept.

background a plus. Excellent communication/organizational skills required.

Must possess the ability to multi-task.

Send letter of interest, resume and references to:

Mr. Dave Malueg, Network Administrator

Northern Ozaukee School District

401 Highland Drive, Fredonia, WI 53021