



City of
AUGUSTA
Maine

Department of Public Schools

www.augustaschools.org

IMMEDIATE OPENING

*** Posting Will Close When Suitable Candidate is Found ***

**ADMINISTRATIVE ASSISTANT/PAYROLL & ACCOUNTS
PAYABLE
Central Office
Full-time-Year Round Position**

INTERESTED APPLICANTS MUST SEND THE FOLLOWING:

1. Completed Non-Teaching Application (*go to www.augustaschools.org/employment for download*),
2. Letter of Interest
3. Resume,
4. Copy of Transcripts,
5. Copy of Authorization, Certification, and/or License, and
6. Three (3) Signed Letters of Recommendation to:

Human Resources, Augusta School Department, 40 Pierce Drive, Suite 3, Augusta, ME 04330

Incomplete Application Packets Will Not Be Considered

INTERNAL APPLICANTS NEED ONLY SUBMIT A LETTER OF INTENT FOR THE VACANCY

*“Visit www.augustaschools.org/employment or www.servingschools.com
for more information on this and other job vacancies”*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
