

**SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT
POSITION OPEN
FRONT OFFICE/ATHLETIC SECRETARY**

Santa Cruz Valley Union High School District in Eloy, Arizona is seeking qualified applicants for a Part-time Front Office/Athletic Secretary to serve as the Front office and Athletic Secretary. Preferred bi-lingual, have excellent computer skills and knowledgeable in Microsoft Word, Excel, PowerPoint, and Publisher.

Salary starts at: \$13.91

Requirement: Minimum H.S. Diploma or G.E.D.

Work schedule Monday – Thursday 7-hour days

Application is online at www.scvuhs.org. Please submit a resume and classified application via email or fax to 520-466-2222. For questions, please contact Liz Ibarra at 520-466-2238 or email @ libarra@scvuhs.org.