April 10, 2019

Notice of Classified Staff Vacancy

Admissions Office Assistant

Application Procedure for Qualified Applicants: Submit the following;

- Classified Application
- Letter of Introduction and Resume
- Three (3) Letters of Reference

Contact Person: Kari Philpott
Immanuel Schools HR Office
1128 S. Reed Ave. Reedley, CA 93654
(E) kphilpott@immanuelschools.com

Employment Type: Part-time
- 20 hours per week; Applicants need to be extremely organized and have strong communication skills. Easily manage multiple projects at one time and fluently navigate G-Suite office products and software.

Compensation: Hourly wage
- Tuition Discount for children

Deadline to apply: Until filled
Assignment begins: Immediate Opening

*Classified Application can be found at www.immanuelschools.com