

**JOB POSTING – SCHOOL OFFICE ADMINISTRATOR**

We are seeking a school office administrator for approximately 30 hours per week beginning as soon as possible. Candidates should have good organizational, computer and professional skills, as well as a desire to be of service to our children, families, teachers, and principal. The position involves administrating the school infirmary, and warmly and effectively communicating with children and adults while maintaining confidentiality. If interested, please contact our School Board President, Mr. Ed Dietrich, or our Principal, Deaconess Sara Bielby, at 248-887-3836.

Our Savior Evangelical Lutheran Church & School  
13667 W. Highland Road  
Hartland, MI 48353