

**SANTA CRUZ VALLEY UNION HIGH SCHOOL DISTRICT**

**POSITION OPEN**

**ATHLETIC ADMINISTRATIVE ASSISTANT**

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

Salary Range starts at: \$13.91-\$15.08

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

Work schedule – Monday – Thursday – 5 hour days

Application is online at [www.scvuhs.org](http://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](mailto:libarra@scvuhs.org).