



POSITION: MISSION ADVANCEMENT OFFICE ASSISTANT

Office Assistant Responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Greeting donors and visitors as needed.
- Updating paperwork, maintaining documents and word processing (including editing).
- Helping organize and maintain office areas.
- Performing general office clerical duties.
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events, as necessary.
- Maintaining supply inventory.
- Aiding with school office in other areas as needed.
- Experience with Excel and accounting.
- Creating, maintaining, and entering information into Raiser's Edge databases.
- Entering money gifts received into Raiser's Edge each week.

Office Assistant Requirements:

- Experience as an office assistant or in related field.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Ability to work remotely if needed.

Please contact John Byus for more information:

byusjohn@luther.k12.wi.us
(608) 783-5435



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POSITION: MAINTENANCE & CLEANING JANITOR

Reports to: Building and Grounds Manager

Employment Type: Part-Time (30 hours/week) (temporary with possibility of becoming permanent)

General Job Summary: Primary duties are to perform routine custodial duties as required, to include sweeping, mopping, vacuuming, cleaning walls, floors, carpets, using cleaning equipment and expendable cleaning supplies. Secondary duties will be assisting in grounds pick-up, lawn care and minor landscaping. Job duties may be performed in all buildings or facilities.

Responsibilities:

- Performs daily custodial duties in an assigned area, such as: sweeping, dusting, mop floor, vacuum carpets, wipe chalkboards/whiteboards, clean bathrooms, empty waste baskets, replenish expendable supplies, change light bulbs, clean walls, wash windows, etc.
- Carry out heavy cleansing tasks and special projects
- Notify management of occurring deficiencies or needs for repairs
- Maintenance work as needed (hanging equipment on walls, changing light bulbs, minor repairs)
- Mow lawns and other landscaping duties (weed-eating, pulling weeds, shrubbery trimming, etc.)

Job Qualifications:

- Previous custodial experience preferred
- Previous floor care and chemical use experience preferred
- Be able to stand long periods (5+ hours/day)
- Be able to lift 50 pounds
- Must pass a pre-employment background check

Compensation: Based on experience

Schedule: Monday to Friday

Application: Applications are available in the Luther High School office.

Candidates may submit their application and resume to the Luther High School office. Questions and requests regarding application contact Don Johnson at 608-386-4753 or Luther High at 608-783-5435.



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