

STUDENT SERVICES SECRETARY
2025-2026 SCHOOL YEAR

Secretary—Britton Student Services Office

Requirements:

- High School Diploma
- Computer Skills (Student Management Systems, Microsoft Suite, etc.)
- Strong oral and written communication skills
- General Office and Interpersonal Skill
- School office experience preferred
- Reliable

Hours: 7:45 – 4:15 Daily (.5 hr. unpaid lunch)

Application Deadline: June 3, 2025, at 5:00 PM

Start Date: TBD

Send Resume', Cover Letter and References to:
Stacy Johnson, Superintendent
Britton Deerfield Schools
201 College Ave
Britton, MI 49229
stacy.johnson@bdschools.us