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City of  
**AUGUSTA**  
Maine

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Department of Public Schools  
[www.augustaschools.org](http://www.augustaschools.org)

**2020-2021 VACANCY**

**\* When Suitable Candidate is found \***

**Administrative Assistant**

**Payroll/Accounts Payable**

*Central Office*

**INTERESTED APPLICANTS MUST PROVIDE THE FOLLOWING:**

1. Letter of Interest;
2. Completed Non-Teaching Application (*download at [www.augustaschools.org/employment](http://www.augustaschools.org/employment)*);
3. Copy of Resume;
4. Copy of Transcripts;
5. Copy of Certification and/or License; *and*
6. Three (3) Signed Letters of Recommendation to:

**Human Resources**  
**Augusta School Department**  
**40 Pierce Drive, Suite 3**  
**Augusta, ME 04330**

*Incomplete Application Packets Will Not Be Considered*

**INTERNAL APPLICANTS NEED ONLY SUBMIT A LETTER OF INTENT FOR THE VACANCY**

*“Visit [www.augustaschools.org/employment](http://www.augustaschools.org/employment) or [www.servingschools.com](http://www.servingschools.com)  
for more information on this and other job vacancies”*

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

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