

Roseville Joint Union High School District
1750 Cirby Way, Roseville, California 95661 • (916) 786-2051

*STUDENT POSITION
OPENING NOTICE*

*This position is open to Roseville Joint Union High School District
2018-19 students, 16 years of age or older only, with a GPA of 2.0 or higher.*

POSITION: **STUDENT CLERK – Technology Department
(121 Berry Street, next to Roseville High School)**

HOURS: **20-30 hours/week**

SALARY: **\$12.00/hour**

DUTIES: **Under supervision, assist in performing office
duties, including sorting/opening mail, alphabetizing,
scanning, filing, and answering phones.**

No direct job experience is required.

DEADLINE: **Tuesday, May 21, 2019**

**EMPLOYMENT DATES -- Position begins as soon as possible and will end on
or around August 2, 2019.**

**TO APPLY: Applications are available at your high school's career center or
with your counselor. Complete a student application form and submit it to the
RJUHSD Administration Office located at 1750 Cirby Way Roseville, CA 95661
(office hours are M-F 7:30am to 4:30pm). You may also mail in your application,
or scan and email it to nbaldwin@rjuhsd.us.**

This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made. If you need a reasonable accommodation to participate in the hiring process, Roseville Joint Union High School District will provide you with one upon notice.

The Roseville Joint Union High School District maintains a tobacco-free environment.

May 2019