

Westosha Central High School Job Posting

Part-Time Student Services Assistant

Westosha Central is looking for a Part-Time Student Services Assistant
Hourly wage rate will begin at \$20 per hour.

Duties will include:

Assist/support the Registrar and Student Services Team. Specific duties include, but are not limited to:

- Maintaining student records
- Managing student fees, locker assignments, and processing student requests
- Arrange and coordinate college visits
- Assist with setting up student transportation
- Support scholarship/awards posting and awards ceremonies/programs
- Assist with coordinating school counselor meetings with students

Hours

School Year Student Attendance Days

Approximately 20 hours per week; some flexibility in days/hours

Student Services Assistant will work approximately 1-2 weeks before and after the school year

School Breaks - No hours

This is a part-time position; it does not include benefits

Application Deadline — July 31, 2026

Interested people should apply on WECAN or submit an updated resume and letter of interest to Rose Green, HR/Benefits Specialist. The resume should include work experience and references. Application materials can be dropped off in the Attendance Office between the hours of 7 a.m. and 3 p.m. or emailed to Rose Green at greenr@westosha.k12.wi.us.

Interested applicants may contact Rose Green with questions; you may contact her via email or by phone at 262-843-2321, ext. 265.

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