

## School District of Sturgeon Bay - Notice of Job Vacancy

The School District of Sturgeon Bay has an opening for a Human Resource Specialist, effective on or about May 1, 2025.

The Human Resource Specialist is responsible for assisting in performing a wide variety of technical payroll and some human resource duties. This includes preparing, processing, maintaining and ensuring accuracy of a variety of payroll and benefit information, forms, records and reports to ensure employees are paid in an accurate and timely manner. The Human Resource Specialist will report directly to the Business Manager and District Administrator and will be tasked with managing District-level projects and providing support for the Business Manager and District Administrator.

This is a full-time position, scheduled Monday through Friday, totaling 40 hours per week. Wage commensurate with experience. This is a health and dental benefits eligible position.

The complete job posting is listed on WECAN (<https://wecan.waspa.org/>).

The application deadline is February 24, 2025. Interested candidates must apply via WECAN and the *Vacancy ID* is 226945.

The School District of Sturgeon Bay is an equal opportunity employer.