



Program Support Position (Clerical) - Full-time school year

Instructional Support and Professional Development (ISPD) Department

Posting Date: September 2, 2025

Job Description:

We are seeking a highly organized and detail-oriented Program Assistant to join our educational agency. The successful candidate will play a crucial role in ensuring smooth day-to-day operations of our ISPD department. Proficiency in technology, particularly in utilizing Google Workspace applications, is essential for this role.

Skills Needed:

- Technology proficiency and the ability to quickly learn and adapt to new technologies
- Demonstrated (or ability to learn) skills related to marketing communications, workshop registrations, and website updates
- High levels of verbal and written communication and public relations/customer service skills
- Ability to manage competing priorities, meet deadlines, and adapt to changing demands
- Self motivated, ability to work independently and with a collaborative team, ability to work in a fast-paced environment
- Concern for quality work, attention to detail
- Ability to maintain confidentiality
- Commitment to learn and grow

Job Duties:

- Provide support for multiple educational consultants on tasks related to educational programming
- Draft and edit correspondence to coordinate communication between CESA 11 and school district personnel, including emails, marketing flyers, registration forms, newsletters, meeting notes, etc.
- Perform clerical duties including but not limited to: typing, filing, copying, workshop set up, emails, phone support, and entry of purchase orders
- Perform circulation tasks for educational resource collections
- Assist with set up and clean up of event meals

Physical Requirements:

- Ability to regularly lift 30+ pounds

Compensation:

- Starting wage is \$20.00 per hour based upon qualifications and experience
- Paid sick and personal leave time
- Benefits available include participation in the Wisconsin Retirement System (WRS), family health insurance or an alternative benefit plan in lieu of health insurance, dental, vision, life, and long-term disability insurance

Work Schedule & Work-Life Balance:

- Full-time: 190 days base per year (prorated based on start date), primarily school-year days with flexibility for limited days in summer
- Part-time considered
- Full-time: 7.5 hours a day; typical office hours 7:30a-3:30p
- No nights, weekends, or holidays
- Start date: As soon as possible

Application Information:

- Send your cover letter, resume and 2 letters of recommendation to Kim Robel - kimr@cesa11.k12.wi.us or submit thru WECAN, Vacancy ID #246203
- Application deadline: Until Filled. Applications will be reviewed upon receipt.

Cooperative Educational Service Agency #11 does not discriminate on the basis of sex, race, age, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

225 Ostermann Drive, Turtle Lake, WI 54889 ~ 715-986-2020 ~ www.cesa11.k12.wi.us

Please contact Dr. Gretchen Cipriano, ISPD Director, with any questions: 715-986-2020, ext 2185

About us: *Cooperative Educational Service Agency (CESA) #11 is a regional public educational agency providing services and support to 39 school districts in western Wisconsin. The ISPD department consists of a multitude of programs focused on serving the professional development needs of our partner schools. We provide workshops, trainings, and network meetings for staff and students. CESA #11 is located in Turtle Lake, Wisconsin.*