



2023 Proposed Schedule – Administrative Assistant

29 Hours per week

Standard Schedule:

9:00 AM – 12:00 PM Monday

9:00 AM – 4:00 PM Tuesday through Friday (with a 30 min lunch)

Every 4 weeks the schedule will change to accommodate working on Saturday:

Saturday: 9:00 AM – 3:30 PM

Sunday: Off

Monday: Off

Tuesday: 9:00 AM -12:00 PM

Wednesday through Friday : 9:00 AM - 4:00 PM (with a 30 min lunch)

