



**POSITION OPENING
CITY OF ISANTI**

**Administrative Assistant
Summer Position**

The City of Isanti is looking for an outgoing, positive, and motivated individual to join our Administration Department for a rewarding summer experience! If you enjoy staying organized, working with people, and gaining hands-on experience in local government, this opportunity is perfect for you! Responsibilities include performing clerical duties, organizing and scanning files, preparing documents, special projects, website content creation, answering phones, typing meeting minutes, processing permits and working with election duties.

This position is part-time 20-29 hours per week with flexible scheduling starting in May or June through August 2026. Candidates are able to work flexible hours Monday-Friday between 8:00am – 4:30pm.

Hourly rate: \$17.00-18.00

Minimum qualifications:

- Excellent attention to detail
- Experience with Microsoft Office and Canva
- A student in an undergraduate degree program related to human resources, business management, public administration, or similar field of study **OR** strong desire to learn local government administrative work

Resume, cover letter and application are required for consideration by applying on the City of Isanti website at: www.cityofisanti.us