

Administrative Assistant Annual Schedule Messiah Lutheran Church

Labor Day — Memorial Day

Program Year (37 weeks at 30 hrs./wk.)

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| Monday | 8:00am-3:00pm (0.5 hr. lunch) | 6.5 hrs. |
| Tuesday | 8:00am-3:00pm (0.5 hr. lunch) | 6.5 hrs. |
| Wednesday | 8:00am-3:00pm (0.5 hr. lunch) | 6.5 hrs. |
| Thursday | 8:00am-3:00pm (0.5 hr. lunch) | 6.5 hrs. |
| Friday | 8:00am-noon | 4.0 hrs. |

Memorial Day — Labor Day

“Summer” Schedule (15 weeks at 20 hrs./wk.)

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| Monday | 9:00am-1:00pm | 4.0 hrs. |
| Tuesday | 9:00am-1:00pm | 4.0 hrs. |
| Wednesday | 9:00am-1:00pm | 4.0 hrs. |
| Thursday | 9:00am-1:00pm | 4.0 hrs. |
| Friday | 9:00am-1:00pm | 4.0 hrs. |