

Dated: September 9, 2020

**Morris-Union Jointure Commission
ADVERTISED POSTING
Anticipated Position for 2020-2021 School Year**

Position: Secretary
(12- month position, full-time position)

Location: Board of Education Office

Anticipated Effective Date: Immediately

Qualifications:

- Proven professionalism and maintenance of strict confidentiality.
- Professional attitude, excellent written and verbal communication skills.
- College degree preferred.
- Computer proficiency, experience working with Microsoft Office (Word, Excel, PowerPoint).
- Strong organizational skills with attention to detail.
- Excellent attendance and punctuality.

Benefits:

- Competitive salary in public school district.
- Health insurance benefits.
- Enrollment in the New Jersey Public Employees Retirement System.

Please apply through AppliTrack link at www.applitrack.com/mujc/onlineapp/

Equal Opportunity /Affirmative Action Employer