

SECRETARY – Full-time

September 1 to June 30 (190 days) and July 1 – August 31 (20 days)

Salary: Commensurate with experience and qualifications; w/Benefits.

Qualifications:

- HS graduate or equivalent;
- College or business courses preferred with general office work experience.
- Strong communication & organizational skills;
- Knowledge of computer applications including Microsoft Office Word, Access, Excel & Outlook; education-based software skills preferred.