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# *Wabash Community Schools*

Community Unit District 348, Wabash County

218 West 13th Street

MT. CARMEL, ILLINOIS 62863-1297

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**March 7, 2018**

**PLEASE POST**

## VACANCY

Effective Date: April 9, 2018

### Secretary at MCJHS

Wabash Community Unit School District #348 is seeking a qualified candidate to fill the above-named position at Mt. Carmel Junior High School.

**DEADLINE FOR APPLICATION:** April 9, 2018 or until filled

**HOW TO APPLY:** Candidates should apply in writing to:

Steve Holt, Principal  
Mt. Carmel Junior High School  
20 N. Pear Street  
Mt. Carmel, IL 62863

**POSITION DESCRIPTION:** The responsibilities of the successful candidate will include:

1. Being a member of a highly cooperative office team who is adaptable, flexible and eager to assist during a normal multi-tasking workday.
2. Strong communicator with various stakeholders at our school including students and parents, team members, staff members and administration.
3. Strong fundamental office (secretarial) skills expected.
4. Willingness to be a part of an office team to advance the efficiency of the school in an upward direction in our district.

#### QUALIFICATIONS:

- Ability to work well with office staff, students, parents, staff members, and administration.
- Strong organizational and communication skills are must.
- Computer skills in Word, spreadsheet, internet communication, and networking skills

**SALARY AND FRINGE BENEFITS:** In accordance with the WCEA contract.