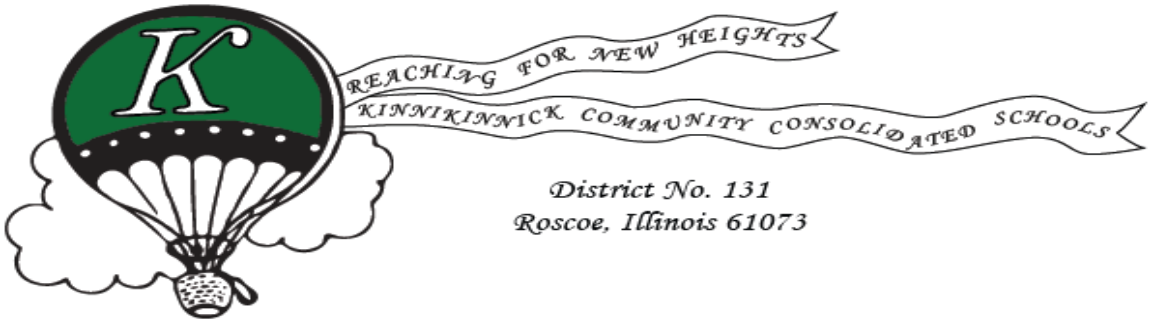

Kinnikinnick CCSD No. 131
Vacancy Announcement
Educational Support Personnel

1. Position: RMS School Secretary
10 Months
Available immediately
On the job training

Starting at $18.00/hr, plus 100% paid premium, single medical, dental and life benefits; IMRF pension

2. Qualifications:

- High School Graduate
- Be able to work with children and adults.
- Be able to provide exceptional customer service.
- Be able to demonstrate strong computer skills and proficiency in general secretarial skills.
- Be able to work independently without direct supervision while meeting timelines
- Maintain and safeguard confidential information.

Experience in secretarial or school office positions preferred.

3. Application Deadline: Until Filled

Application Requirements

Submit copy of letter of interest, resume, reference letters and completed application form (www.kinn131.org) to Kelly Mahan, kmahan@kinnschools.org, Kinnikinnick CCSD No. 131, 5410 Pine Lane, Roscoe, IL 61073.

Phone: 815/623/2837
Fax: 815/623/9285