



Winslow Township School District

40 Cooper Folly Road, Atco, NJ 08004
(856) 767-2850 x7521
(856) 767-9549 Fax

H. Major Poteat, EdD.
Superintendent

Dion M. Davis
Director, Human Resources

VACANCY NOTICE

The Winslow Township School District seeks candidates for the following opening for the 2018-2019 school year:

POSITION: Confidential Secretary

LOCATION: Board of Education - Human Resources Office

QUALIFICATIONS:

- Minimum of two years of college or business school.
- Minimum of three (3) years of experience as an executive secretary.
- Ability to work under pressure and maintain the integrity and confidentiality of the office.
- Possess excellent interpersonal, technological and time/management skills.
- Such alternatives to the above qualifications as the Board may find appropriate.

SALARY: To be determined

BENEFITS: Medical, Dental, Prescription and Vision - Family

DEADLINE: Friday, January 18, 2019

EFFECTIVE: Immediately

SEND LETTER OF INTEREST & RECENT RESUME TO:

Winslow Township Board of Education
Attn: Mr. Dion M. Davis
40 Cooper Folly Road
Atco, NJ 08004
Fax number: 856-767-9549

Dr. Poteat

1-4-19

Date

Mr. Davis

1-4-19

Date