

Dated: April 2, 2025

**Morris-Union Jointure Commission
ADVERTISED POSTING
Position for the 2024-2025 School Year**

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

Location: Developmental Learning Center – Warren

Anticipated Effective Date: Immediately

Qualifications:

- College degree preferred.
- Computer proficiency, experience working with Microsoft Office (Google Workspace, Word, Excel, PowerPoint).
- Proven professionalism and maintenance of strict confidentiality.
- Professional attitude, excellent written and verbal communication skills.
- Excellent attendance and punctuality.
- Flexibility and interest in learning new tasks.

Benefits:

- Competitive salary in public school district.
- Health insurance benefits.
- Enrollment in the New Jersey Public Employees Retirement System.
- Professional and collegial work environment.

Please apply through AppliTrack link at www.muic.org/jobs

Equal Opportunity /Affirmative Action Employer

Employment will be dependent on successful completion of a criminal background check as mandated by N.J.S.A. 18A:6-7.1. Additionally, and in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. Permanent teaching staff members are further required to meet the citizenship standards set forth in N.J.S.A. 18A:26-1.