



Monroe Career & Technical Institute
Bartonsville, PA 18321

ANNOUNCEMENT OF VACANCY

Secretary / Receptionist

Available immediately - 10 month position or length of school year – hours 7:00 a.m. to 3:00 p.m. Applicants must possess a high school diploma; knowledge of a multi-line phone system and the ability to demonstrate proficiency in Microsoft Office and Google; be experienced in dealing directly with the general public; possess excellent telephone etiquette and organizational skills, and work with minimal supervision in a fast-paced environment. Prior school secretarial experience, a plus.

Obtain Support Staff application at www.monroecti.org and submit along with resume, letter of interest and clearances by December 27, 2024, to:

Mrs. Debra Schuler, Executive Secretary
Monroe Career & Technical Institute
194 Laurel Lake Drive
Bartonsville, PA 18321
Fax: 570-629-9698

or email documents to employmentopportunities@monroecti.org.

PHONE CALLS ONLY IF YOU CANNOT OBTAIN THE APPLICATION FROM OUR WEBSITE
570-629-2001 x1105

Posted: December 10, 2024

The Monroe Career & Technical Institute will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with the Pennsylvania Human Relations Act and with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

For information regarding civil rights or grievance procedures and accommodations for persons with disabilities, contact the Supervisor of Curriculum & Instruction, at 194 Laurel Lake Road, Bartonsville, PA 18321 Telephone: (570) 629-2001 FAX (570) 629-9698.