



## LUZERNE INTERMEDIATE UNIT

368 Tioga Avenue  
Kingston, Pennsylvania 18704-5117

**Dr. Anthony Grieco**  
Executive Director

Telephone (570) 287-9681  
Fax (570) 287-5721

Follow us on Twitter @LuzIU18  
<http://www.liu18.org>

**Elizabeth Krokos**  
Assistant to the Executive  
Director for Student Services

**John J. Gordon**  
Business Manager

**Ty Yost**  
Assistant to the Executive  
Director for District Services

Ronald Musto  
Personalized Academy of  
Learning

Jennifer Runquist  
Behavioral Health

Joseph DeLucca  
Administrative Services



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Date of Notice: June 19, 2024

Job Title: Administrative Assistant-PAL

Location: PAL Building

Reports To: Director – Personalized Academy of Learning

Terms of Employment: Full Time

Qualifications: See Attached

Application Process: See “Request for Position” below

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Please submit cover letter, resume and application (available on our website) and three letters of reference to:

Angela Manumpahi, HR Manager  
Luzerne Intermediate Unit #18  
368 Tioga Avenue  
Kingston, Pa. 18704

## **Position Description**

**JOB TITLE:** Administrative Assistant-PAL

**LOCATION:** PAL Building

**REPORTS TO:** Director - Personalized Academy of Learning

**Qualifications:** Must possess a High School Diploma with a minimum 1+ years of experience and/or training in office operations; excellent oral and written expression; excellent organizational skills; must have proficient computer skills; must possess a valid Pennsylvania Driver's License; must possess Act 34, 151, and 114 Pennsylvania clearances.