

## LUZERNE INTERMEDIATE UNIT 368 Tioga Avenue Kingston, Pennsylvania 18704-5117

Telephone (570) 287-9681

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John J. Gordon

Business Manager

Jennifer Runquist

Behavioral Health

Dr. Anthony Grieco Executive Director

Elizabeth Krokos Assistant to the Executive Director for Student Services

Ronald Musto Personalized Academy of Learning



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Ty Yost Assistant to the Executive Director for District Services

Joseph DeLucca Administrative Services

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Ty Yost Assistant to the Executive Director for District Services

Joseph DeLucca Administrative Services

Job Title: Administrative Assistant-PAL

Location: PAL Building

Reports To: Director – Personalized Academy of Leaning

Terms of Employment: Full Time

Qualifications: See Attached

See "Request for Position" below **Application Process:** 

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

The Luzerne Intermediate Unit #18 is an Equal Opportunity Provider and Employer and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sex or non-relevant handicap in activities, programs or employment practices. For information regarding civil rights or grievance procedures, contact Human Resources, 570-718-4648.

## **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.