



# Luzerne Intermediate Unit

368 Tioga Avenue  
Kingston, PA 18704-5117

**Dr. Anthony Grieco**  
Executive Director

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

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

**Tara Pisano**  
Business Manager

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

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

**Nicholas Audi**  
Human Resources and Policy

**Joseph DeLuca**  
Administrative Services

**Ronald Musto**  
Personalized Academy of  
Learning

**Jennifer Runquist**  
Behavioral Health

Date of Notice: February 3, 2025

Job Title: Administrative Assistant

Location: TBD

Reports To: Program Director

Terms of Employment: Full Time

Qualifications: See Attached

Application Process: See "Request for Position" below

-----  
-----  
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

**Luzerne Intermediate Unit 18**  
**Position Description**

**Job Title:** Administrative Assistant

**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

**Reports to:** Program Director

**Essential Job Functions:**

1. Will schedule appointments
2. Will assist in scheduling conferences and meetings and preparing packets and documents for said conferences and meetings
3. Will type memos, letters and reports
4. Will develop process for paperwork submission
5. Will schedule and prepare for interviews
6. Will assist in submission of monthly reports
7. Will assist with submission and development of board motions as directed by program director
8. Will assist in developing assignment lists and keeping lists current and assignment process (posting of open assignments)
9. Good communication skills via telephone, email and written process a must
10. Must be proficient in the use of word, power point, excel and access
11. Will assist in processing daily mail, expense vouchers, time sheets, requisitions and other business office paperwork
12. Must be flexible with daily hours
13. Professionalism and appropriate attire a must
14. Will assist in submission and development of PDE required applications, grants and plans
15. Will perform other duties as assigned by the Director.



