HAWLEMONT REGIONAL SCHOOL DISTRICT

**HRSD School Committee Secretary** – Part-time position starting immediately. Approximately 6-8 hours per month. Occasional late afternoon and evening work required. Strong computer skills (Word, Excel and Google Apps). Excellent communication skills and attention to detail a must. Knowledge of Open Meeting Law and experience taking meeting minutes preferred.

Stipend Position.

Forward cover letter, resume and recommendations to: ktotman@mtrsd.org. Applications deadline: August 16, 2021. The school district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion or sexual orientation.

7/28/2021