

# **REGIONAL SCHOOL UNIT #71**

Belfast • Belmont • Morrill • Searsmont • Swanville

## **IMMEDIATE VACANCY**

### **Executive Assistant to the Superintendent and the Board of Education**

RSU #71 is looking for an Executive Assistant to the Superintendent and Board of Education. The preferred candidate will have strong technology skills, computer skills, excellent written and oral communication skills, understanding of confidentiality, ability to work as a team member and have excellent organizational skills.

The complete job description can be found on our website at [www.rsu71.org](http://www.rsu71.org) under the employment tab.

Please forward application, resume, evidence of Maine CHRC certification, and 3 references to:

**Superintendent of Schools  
RSU #71**

**PO Box 325  
Belfast, ME 04915**

***Or email:*  
[bdavis@rsu71.org](mailto:bdavis@rsu71.org)**

Applications Close when suitable  
candidate is found

EOE

*Applications available on the Region  
website: [www.rsu71.org](http://www.rsu71.org)*