

10/02/20

Mt. Blue Regional School District – Farmington, ME

**Receptionist/Office Support Opening
Part Time**

20 hours per week

40 weeks per year

There is an immediate opening for a Receptionist/Office Support person at Franklin County Adult and Community Education Center (Mt. Blue Campus). Requirements include customer service skills, computer skills - including Google Suite, and the desire to become an active member of our mission focused team.

To apply for this position submit a letter of intent, an application for non-teaching position, current resume, 3 **signed** letters of recommendation (written within the past three years), copy of transcripts, and a copy of Maine Department of Education CHRC Approval. Applications are available on our website at mtbluersd.org

Mail to: Human Resources- Mt. Blue RSD, 129 Seamon Road, Suite 2, Farmington, ME 04938 or email to cdixon@mtbluersd.org

Position will remain open until suitable candidate is found.

AA/EOE