

**Mt. Blue Regional School District  
Farmington, Maine**

**Job Opening**

**Central Office Receptionist and Clerical Support**

Maine DOE CHRC Approval\*  
Associate Degree Preferred

48 weeks per year

30 hours per week

anticipated hours 9:00 a.m. – 3:00 p.m. Monday through Friday

Eligible for benefits, including health and dental insurance

Responsibilities to include the following:

- greet and assist visitors
- handle incoming phone calls
- manage database of approved volunteers
- district recognition and awards
- clerical support to Central Office administration
- other tasks and responsibilities appropriate to the position

Interested individuals should submit a letter of intent, a non-teaching application, current resume, 3 current letters of recommendation (within the past three years), transcripts, copy of Maine DOE CHRC Approval to: Mt. Blue Regional School District, ATTN: Human Resources, 129 Seamon Road, Suite 2, Farmington, ME 04938 or by email to [cdixon@mtbluersd.org](mailto:cdixon@mtbluersd.org)

\*Criminal History Records Check Approval (fingerprinting) required before employment can be finalized.

The search for this position will remain open until a suitable candidate is found.  
Applications are available on our website at [mtbluersd.org](http://mtbluersd.org)

AA/EOE