



Rhinebeck Central School District
P. O. Box 351
Rhinebeck, NY 12572

To: Faculty & Staff
From: Joseph Phelan, Superintendent of Schools
Date: September 6, 2017
Re: Employment Opportunity

Secretary to the Superintendent
12 Month, Exempt-Confidential
Civil Service Position

Application Format: Letter of Interest and Resume

Features of the Position: 12 month position; Confidential Secretary to the Superintendent of Schools

Minimum Qualifications: Provide direct, executive-level, administrative support to the Superintendent of Schools.

Proficiency in Microsoft Office Suite required. Familiarity with Adobe In-Design preferred. Must have strong attention to detail, be highly organized, flexible to changing demands, and have excellent interpersonal skills.

Previous district office experience preferred; College degree or an equivalent combination of training and experience required.

Application Deadline: September 22, 2017

Salary: Dependent upon Education and Experience

Interested parties are to submit a letter of interest, resume and three professional references to:

Rhinebeck Central School District
Mr. Joseph L. Phelan, Superintendent
45 North Park Road
P.O. Box 351
Rhinebeck, NY 12572

Human Rights law prohibits discrimination in employment because of age, race, creed, color, national origin, sex, disability, or marital status.