

BLAIRSTOWN TOWNSHIP SCHOOL DISTRICT  
PO Box E., Blairstown, NJ 07825  
Phone: 908-362-6111  
Fax: 908-362-5989

## **NOTICE OF VACANCY**

Position: Receptionist Position-Full Time  
12 months

Qualifications: Minimum of 60 college credits preferred  
Previous office experience highly preferred  
Strong interpersonal and communication skills  
Computer literacy/word processing required  
Required criminal history background check and proof of US  
citizenship or legal resident status.  
Must be able to satisfy NJ Residency Law

Compensation: \$25,000  
Position available: September 23, 2019

To Apply: Send email statement of interest and current resume to:  
  
Mark Saalfield, Superintendent  
saalfield@blairstownelem.net

Deadline: September 13, 2019