

## **Executive Assistant to the Superintendent of Schools**

Two Rivers Supervisory Union is seeking a high level Executive Assistant to the Superintendent of Schools to join our Central Office team. The Executive Assistant will assist the Superintendent and Senior Management in the daily operation of the Supervisory Union. They will assist in the planning, implementing, directing and maintaining of Supervisory Union programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the SU and the governing boards to its staff, other districts, public agencies, and more.

**Qualifications include:** Technical School Graduate/Associates Degree; high attention to detail; ability to work under pressure; excellent organizational skills; excellent computer and technology skills; a good command of oral and written communication skills; ability to work with a wide variety of people in a courteous, professional and respectful manner; strong work ethic and sense of humor.

This is a full time, year 'round position. Benefits include Health Insurance, Dental Insurance, participation in Vermont Municipal Retirement.

**Apply with a cover letter, resume and 3 references to:**

**Donna McNeill-Hudkins**

**Human Resources**

**Two Rivers Supervisory Union**

**609 VT Route 103S**

**Ludlow, VT 05149**