



Community Unit School District #205

..... *Helping Students Achieve Their Dreams*

District Website: www.galesburg205.org
Lincoln Education Center: 932 Harrison Street, P.O. Box 1206, Galesburg, IL 61402-1206
Phone: (309) 973-2000 Fax: (309) 343-7757

Updated: 05/29/18

SECRETARIAL VACANCIES

<u>Position</u>	<u>Location</u>	<u>Application Deadline</u>
11 Month Secretary Start Date: 07/19/18 (238 days – Includes paid holidays, Winter Break, and Spring Break)	Galesburg High School	05/28/18 or Until Filled

Qualifications: High School Diploma or Equivalent
Must be 19 Years of Age
Computer Skills/Telephone Skills
Interpersonal Skills/Public Relations Skills

Salary: As Per The Secretary Salary Schedule

Contact: Jonathan Bradburn, Director for Human Resources
Galesburg Community Unit School District #205
P.O. Box 1206
Galesburg, IL 61402-1206
Apply On-Line at <http://www.applitrack.com/galesburg205/onlineapp/>

District #205 is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, race, creed, color or national origin, sexual orientation, or disabling conditions.
District #205 complies with all Federal and State employment laws.