

Center for Schools and Communities
275 Grandview Avenue, Suite 200, Camp Hill, PA 17011

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
P.O. BOX 213 • LEWISBURG, PENNSYLVANIA 17837 • 570-523-1155

NOTICE OF POSITION OPENING

Position Title: **Administrative Assistant**

Date to Be Filled: As Soon As Possible

Salary Range: \$29,000 – 31,500

Application Deadline: **12/23/11**

Please see Job Description for details

Please send cover letter, resume, application and FBI Clearances to:

Center for Schools and Communities
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011
(717) 763-1661
cscresume@csc.csiu.org

Additional information on applying can be found at www.center-school.org under employment

The Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, age, religion, sexual orientation, ancestry, union membership or any other legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact: Human Resources Director, CSIU, P.O. Box 213, Lewisburg, PA 17837.