

# *River Edge Public Schools*

410 Bogert Road  
River Edge, NJ 07661

The River Edge Elementary School District (K-6) is seeking to fill the following position:

## P/T Clerical Aide

( 12 Month Position - 5 hrs./day)

### **Requirements:**

- Perform a Variety of Clerical duties in busy main office
- Proficient in use of Microsoft Word and Excel
- Excellent interpersonal skills and ability to multitask
- Elementary School experience preferred
- Knowledge of *Genesis* data base software helpful

Send letter of interest and resume to:

Personnel Coordinator  
River Edge Board of Education  
410 Bogert Road  
River Edge, NJ 07661  
[judgek@riveredgeschools.org](mailto:judgek@riveredgeschools.org)

POSITION AVAILABLE: July 1, 2019

Application Deadline: June 19, 2018

Affirmative Action

E.O.E.