

RSU 3 Job Vacancy

Information Technologies Department IT Helpdesk Specialist/IT Tech I and Data Entry Specialist

RSU 3 is currently seeking applicants for the following positions: IT Helpdesk Specialist/IT Tech I; Data Entry Specialist. Successful candidate will excel at data entry with accuracy, be detail oriented, have good organization, communication and interpersonal skills. Work well in a team environment and maintain confidentiality. Must be proficient with Excel and experienced with various software, databases, applications, Windows and Mac operating systems, able to troubleshoot and manage basic technology hardware and software. Two years post-secondary education in the field of information management, technology or related field.

Please submit an application, cover letter, resume, and three letters of reference. Visit our website at: www.rsu3.org for an application.

RSU 3 is an equal opportunity employer.

Mail to:

**Paul W. Austin, Ph. D.
Superintendent of Schools
84 School Street
Unity, ME 04988
Email: kmiller@rsu3.org
Phone: (207)948-6136
Fax: (207)948-6173**

RSU 3 is located in rural Waldo County and includes the towns of Brooks, Freedom, Jackson, Knox, Liberty, Monroe, Montville, Thorndike, Troy, Unity, & Waldo. Our district has a rich history of community involvement, student success and exceptional staff, and we are proud to offer the very best education to our students.