

**CAPE MAY COUNTY TECHNICAL SCHOOL DISTRICT**

188 Crest Haven Road  
Cape May Court House, NJ 08210  
(609) 380-0200 ext. 604

**POSITION VACANCY**

**POSITION: ADMINISTRATIVE ASSISTANT TO THE BUSINESS ADMINISTRATOR**

**QUALIFICATIONS:**

1. Associates degree
2. Office experience including ability to effectively communicate and use computer applications.
3. Meets personnel health requirements

**JOB DESCRIPTION:** To assist the Business Administrator in managing the business affairs of the district efficiently and effectively so that all support services help to achieve the educational goals of the district with the available financial resources.

**DEADLINE FOR APPLICATIONS:** Open until position is filled.

**SALARY RANGE:** Per contract negotiations

**FOR FURTHER INFORMATION**

**CONTACT:** Superintendent  
Cape May County Technical School  
188 Crest Haven Road  
Cape May Court House, NJ 08210  
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Pursuant to NJSA 18A:6-7.1 et seq., all employees of a public school district, or of an agent contracted by that district, who have regular contact with pupils, must submit to a criminal history background check.

The Cape May County Technical School District is an equal opportunity educational system. We do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital/civil union status, affectional or sexual orientation, gender, religion, disability or socioeconomic status, in the administration of employment, contract practices, educational policies, student enrollment and admission policies, scholarships, loans, grants, and other school administered programs.