



**KAP Program Secretary 25-26**

September 1, 2025 - August 31, 2026

**Stipend:** \$7,500.00 / Position funded through the 21st CCLC Grant

-Pending allocation & acceptance-

**Job Description:** Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files.

**Experience:** Must have prior experience with secretarial work and Systems 3000.

**Please email letter of interest to:** [Employment@keansburg.k12.nj.us](mailto:Employment@keansburg.k12.nj.us)

Please reference “**KAP Program Secretary 25-26**” in Subject Line to be considered.

**Application Deadline:** Position Open Until Filled