



Regional Media Specialist

Job Posting Date: June 24, 2008 Job Closing Date: Open Until Filled

Northeastern Utah Educational Services (NUES) is presently accepting applications for the position of Regional Media Specialist. This will be a ten-month, 24 hour per week position beginning, August 11, 2008.

Under the direction of the Executive Director and the Board, the NUES Regional Media Specialist provides leadership for media procurement, duplication and distribution for school teachers and administrators across the region.

Required qualifications include a high school diploma or equivalent, two years of office/secretarial experience, demonstrated technology skills, strong communication, problem solving, organization and customer support skills. Desired qualifications include previous experience in a school and/or library setting, working with school teachers and administrators, and experience in running VHS and DVD duplication equipment. For more information, see the complete job description at www.nucenter.org.

Beginning hourly rate range is **\$10.31-12.46** and is commensurate with qualifications and experience. A 2/3 benefit package is provided. Consideration of qualified individuals will begin immediately.

To apply, provide the following items to the address or fax number below:

- Letter of Interest
- Completed Application
- Resume
- Transcripts
- Two letters of Reference

A completed application must be submitted. The application is available for download from our website (www.nucenter.org). If problems are encountered downloading the application, send the letter and resume and an application will be provided to you. The completed application may be submitted after the resume and letter, but the resume will not be evaluated until the application arrives.

NUES
755 S. Main St.
Heber City, UT 84032

Phone: (435) 654-1921 Fax: (435) 654-2403

E-mail: info@nucenter.org

NUES is one of the State's four regional service centers and was established to provide educational services to Daggett, Duchesne, Morgan, North Summit, Park City, Rich, South Summit, Uintah and Wasatch School Districts.

The NUES is an "Equal Opportunity Employer," and prohibits, in all employment – related practices and decisions, discrimination, harassment or prejudicial treatment against any person based on race, color, religion, national or ethnic origin, gender, pregnancy, childbirth, pregnancy related conditions, age, disability, veteran status, or otherwise as provided by federal, state or local law.

We are concerned about violence in the workplace, falsified employment applications, and employee theft. We conduct a full background check on all candidates for employment.