



Luzerne Intermediate Unit

368 Tioga Avenue
Kingston, PA 18704-5117

Dr. Anthony Grieco
Executive Director

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<http://www.liu18.org>

Tara Pisano
Business Manager

Elizabeth Krokos
Assistant to the Executive
Director for Student Services

Ty Yost
Assistant to the Executive
Director for District Services

Nicholas Audi
Human Resources and Policy

Joseph DeLucca
Administrative Services

Ronald Musto
Personalized Academy of
Learning

Jennifer Runquist
Behavioral Health

Date of Notice: April 29, 2025

Job Title: Administrative Assistant

Location: Lighthouse Academy

Reports To: Building Principal

Terms of Employment: Full Time

Qualifications: See Attached

Application Process: See "Request for Position" below

Please submit cover letter, resume and application (available on our website) and three letters of reference to:

Angela Manumpahi, HR Manager
Luzerne Intermediate Unit #18
368 Tioga Avenue
Kingston, Pa. 18704

The Luzerne Intermediate Unit #18 is an Equal Opportunity Provider and Employer and does not discriminate on the basis of race, color, religion, national origin, age, marital status, sex or non-relevant handicap in activities, programs or employment practices. For information regarding civil rights or grievance procedures, contact Human Resources, 570-718-4648.

Luzerne Intermediate Unit 18

Position Description

Job Title: Administrative Assistant

Qualifications: Must possess a High School Diploma with a minimum 1+ years of experience and/or training in office operations; excellent oral and written expression; excellent organizational skills; must have proficient computer skills

Reports to: Building Principal

Essential Job Functions:

1. Will schedule appointments
2. Will assist in scheduling conferences and meetings and preparing packets and documents for said conferences and meetings
3. Will type memos, letters and reports
4. Will develop process for paperwork submission
5. Will schedule and prepare for interviews
6. Will assist in submission of monthly reports
7. Will assist with submission and development of board motions as directed by building principal.
8. Will assist in developing assignment lists and keeping lists current and assignment process (posting of open assignments)
9. Good communication skills via telephone, email and written process a must
10. Must be proficient in the use of word, power point, excel and access
11. Will assist in processing daily mail, expense vouchers, time sheets, requisitions and other business office paperwork
12. Will display professionalism and appropriate attire a must
13. Will assist in submission and development of PDE required applications, grants and plans
14. Will operate front door buzzer and greet guests as they enter the building.
15. Will perform other duties as assigned by the Principal.