



**WILLIAMSTON**  
COMMUNITY SCHOOLS

## NOTICE OF VACANCY

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- POSTING DATE:** September 10, 2019
- POSITION:** Minute Taker for the Williamston Board of Education, Part Time  
Meetings are currently scheduled at 7:00 p.m. on the following dates:  
2019: Sept. 16, Oct. 7 & 21, Nov. 4 & 18, Dec. 2 & 16  
2020: Jan. 21, Feb. 3, March 2 & 16, April 20, May 4 & 18, June 1 & 15
- REPORTS TO:** Superintendent
- QUALIFICATIONS:**
- Proficiency with Microsoft Word
  - Demonstrated ability to meet deadlines
  - Strong attention to detail and organizational skills
  - Consistent attendance at regular Board of Education Meetings
  - Previous experience with minute taking preferred
  - Previous experience with boards or committees preferred
- RESPONSIBILITIES:**
- Attend up to two (2) regular board meetings a month
  - Meetings are usually held on Monday evenings
  - Take notes and prepare meeting minutes
  - Format, edit, and submit minutes for review within 48 hours of the meeting
  - Must provide own laptop with Microsoft Word
- SALARY:** \$16.70 per hour, minimum of two hours per meeting
- STARTING DATE:** When Filled
- SEND LETTER OF INTEREST AND RESUME TO:** Williamston Community Schools  
Re: ATTN: BOE Minute Taker  
418 Highland St.  
Williamston, MI 48895
- OR APPLY ONLINE @:** <http://tinyurl.com/WCSApps>
- DEADLINE:** Until filled