

## VACANCY ANNOUNCEMENT

**POSITION:** Registrar  
**LOCATION:** Stewart County Middle School  
**TIMELINE:** Opens: September 11, 2023  
Closes: When position is filled

### Minimum Qualifications:

1. High school diploma or GED required
2. Strong written, verbal, presentation and interpersonal skills
3. Strong computer skills with the ability to maintain records, spreadsheets, and databases
4. Excellent organizational and file maintenance skills
5. Meets health and physical requirements
6. Complete a background check prior to employment

**Salary:** Will be determined based on education and experience

### Apply by Submitting:

1. An application along with a letter of interest
2. A resume
3. Any additional material you feel will enhance your candidacy

### Send To:

**Stewart County Middle School  
Donna Gillum, Principal  
PO Box 9112  
Dover, TN 37058  
Email: [donnagillum@stewartcountyschools.org](mailto:donnagillum@stewartcountyschools.org)**

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