

**RAMAH NAVAJO SCHOOL BOARD, INC.**  
**NAVAJO PREFERENCE EMPLOYER**

**JOB VACANCY**

**Wednesday, December 27, 2017**



<b>POSITION</b>	<b>PROGRAM/ DEPARTMENT</b>	<b>CLOSING DATE</b>
Executive Director	Executive/ <b>Executive Office</b>	OPEN UNTIL FILLED
Administrative Service Director	Executive/ <b>Administrative Services</b>	OPEN UNTIL FILLED
Human Resource Director	Executive/ <b>Human Resource</b>	OPEN UNTIL FILLED
General Ledger Accountant (Temporary)	Administrative Services/ <b>Finance</b>	OPEN UNTIL FILLED
Accountant Receivable (Temporary)	Administrative Services/ <b>Finance</b>	OPEN UNTIL FILLED
Pharmacist	Health & Human Services/ <b>Pine Hill Health Center</b>	OPEN UNTIL FILLED

**Applicants must successfully complete & pass a pre-employment criminal background check, character investigation, & drug screening**

Applicants are REQUIRED to file an application for EACH advertised position.

HOW TO APPLY: Submit the following required documents to: Ramah Navajo School Board, Inc. (RNSB, Inc), Human Resource Dept., PO Box 10, Pine Hill, New Mexico 87357  
 Website: <http://rnsb.k12.nm.us/employment>

- 1.) RNSB, Inc. Employment Application (Employment Application MUST be filled out COMPLETELY).
- 2.) Required documents: Official Transcripts, Copies of High School Diploma/GED or College Diploma, Certificates, License, etc.
  - a. Resumes are optional which SHALL NOT be accepted in lieu of an RNSB, Inc. Employment Application.
  - b. Credits for education SHALL NOT be granted WITHOUT verification.
- 3.) Application and all accompanying documents MUST be received by the closing date of the job vacancy announcement. Application submitted AFTER the closing date SHALL NOT be considered. Application SHALL NOT be duplicated or returned. Incomplete application SHALL NOT be considered.