

**United Township High School District 30  
East Moline, Illinois**

**Notice of Vacancy**

**Position:** **ADMINISTRATIVE ASSISTANT - AREA CAREER  
CENTER (ACC) / QUAD CITY CTE CONSORTIUM (QCC  
TEC)**

**Effective date  
of employment:** To Be Determined, for the remainder of the 2025-2026  
school year.

**Salary:** \$20.17 per hour (as per Board of Education – United  
Township Education Association Negotiated Agreement,  
2025 - 2030.)

**Deadline for  
Application:** November 7, 2025

**Submit  
Application  
Online At:** [www.uths.net](http://www.uths.net), using the employment link.

UTHS Area Career Center  
1275 Avenue of the Cities  
East Moline, IL 61244

October 29, 2025

## VACANCY BULLETIN

United Township High School  
1275 Avenue of the Cities  
East Moline, IL 61244  
(309) 752 – 1611

Contact Person: James Hood  
Area Career Center Director

**Administrative Assistant** for the Area Career Center (ACC) and the Quad City Career and Technical Education Consortium (QCC TEC) for the 2025 – 2026 school year. The Administrative Assistant must possess a basic understanding of business, office, and accounting processes, and have the ability to independently prioritize, organize, and manage multiple projects to meet existing deadlines. Any combination of education and experience providing the required skill and knowledge for successful performance is qualifying. Submit application online at [www.uths.net](http://www.uths.net), using the employment link. Applications will be taken until November 7, 2025, or until the position is filled.