

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Instructor – Office Technology (Full-time)*

Division: Adult Education

Location: Main Campus, 110 Elwood Davis Road, Liverpool, NY

Duties: Recruit, train, and manage day to day operations of the Office Technology class in Liverpool. Instruct and supervise adult students in medical billing and coding, typing, bookkeeping and clerical skills.

Qualifications: Knowledge in Microsoft Office Suite, QuickBooks, medical billing software, and office procedures required. Previous teaching experience preferred.

Salary: \$26 - \$28 per hour

Starting Date: On or about January 25, 2020

Closing Date: Two (2) weeks from date Vacancy Notice posted

**Applications will only be accepted online. Register and apply at:
www.olasjobs.org/central**

Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Phone: (315) 433-2634
Fax: (315) 433-2650
Email: recruitment@ocmboces.org

www.ocmboces.org

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