

# Vacancy Notice

# OCMBOCES

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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 March 15, 2021

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

**Applications will only be accepted online. Register and apply at:  
[www.olasjobs.org/central](http://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](mailto:recruitment@ocmboces.org)

**[www.ocmboces.org](http://www.ocmboces.org)**

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