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

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**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
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