

Vacancy Notice

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Information Aide*

Division: Regional Information Center

Location: CNYRIC, 6075 East Molloy Road, Syracuse, NY

Duties: Act as front desk receptionist displaying friendly, courteous and outgoing attitude. Greet visitors, maintain information on program services and staff locations as to direct visitors to appropriate locations, after having all visitors sign in. Receive all incoming telephone calls, route questions and callers, take information and route messages. Complete basic clerical tasks and other duties as assigned.

Salary: \$26,339 - \$27,491

Starting Date: On or about January 24, 2022

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

To apply, forward current resume and cover letter to:

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

www.ocmboces.org

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