

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Information Aide*

Division: Facilities

Location: OCM BOCES Main Campus, Liverpool, 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: \$27,704 - \$29,789

Starting Date: On or about July 25, 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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