

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 coding, typing, bookkeeping and clerical skills.

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

Salary: \$26 - \$30 per hour

Starting Date: As soon as possible

Closing Date: OPEN

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

Personnel/Recruitment Office
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