

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Information Aide*

Division: Facilities

Location: Main Campus, 110 Elwood Davis Rd, Liverpool, NY

Duties: Front desk receptionist position greeting visitors and staff with a friendly, courteous and outgoing attitude. Welcome visitors and provide direction to various locations for training and meetings, maintain information on program services and locations in order to direct visitors to appropriate locations. Receive incoming telephone calls, route questions and callers, take information and route messages. Complete basic clerical tasks and other duties as assigned including room scheduling, sorting of mail, filing, following up on tasks as appropriate and coordinating with receptionists and Administrative Aides as appropriate.

Salary: \$27,704 - \$29,789

Starting Date: On or about January 23, 2023

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) 433-2634
recruitment@ocmboces.org

www.ocmboces.org

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