

Vacancy Notice

OCMBOCES

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Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *School Monitor (20 hrs. per week)*

Division: Adult and Continuing Education

Location: Main Campus, Liverpool, NY

Duties: Perform a variety of routine tasks related to the monitoring and running of evening programming to support students and instructors. May assist administration during registration, typing and other miscellaneous clerical duties as assigned. Availability in the evening a must and some Saturdays preferred.

Qualifications: Ability to understand and follow oral and written instructions and an ability to get along effectively with students.

Salary: \$15.00-\$17.00 per hour

Starting Date: As soon as possible

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

To apply, please forward cover letter and resume to:

Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Telephone: (315) 433-2634 Fax: (315) 433-2650
recruitment@ocmboces.org

www.ocmboces.org

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