

Vacancy Notice

OCMBOCES

Committed to Your Success



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 as an ambassador for OCM BOCES. Greet visitors, maintain information on program services and staff locations as to direct visitors to appropriate locations, after having all visitors sign in. Receive and route all incoming telephone calls, answer questions, guide visitors, provide information and route messages. Complete basic clerical tasks and other duties as assigned.

Salary: Grade 6; \$28,966-\$31,971

Starting Date: As soon as possible

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

To apply, forward current resume and submit an [OCM BOCES application](#) to:

recruitment@ocmboces.org

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

www.ocmboces.org

Equal Opportunity Employer