

# Vacancy Notice

**OCMBOCES**

*Committed to Your Success*



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: *Information Aide*

Division: Adult Education – Front Desk Receptionist

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 and projects as assigned.

Salary: Grade 6; \$32,692-\$37,840

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](mailto:recruitment@ocmboces.org)**

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

**[www.ocmboces.org](http://www.ocmboces.org)**

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