

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: Deliver comprehensive instruction on the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). Train students in QuickBooks and common medical billing software applications. Teach core office procedures, including professional communication, file management, and workplace ethics. Develop lesson plans, assess student progress, and provide constructive feedback to support diverse learning styles. Maintain an organized and professional classroom environment conducive to adult learning.

Qualifications: Technical Expertise: Proficient in Microsoft Office, Google Suite, QuickBooks, and medical billing software.
Experience: Previous teaching or corporate training experience is highly preferred.
Skills: Strong communication, organizational skills, and the ability to simplify complex technical tasks for students.

Salary: \$28 - \$30 per hour

Starting Date: Anticipated August 15, 2026

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

Applications will only be accepted online. Register and apply at:

www.olasjobs.org

Personnel/Recruitment Office
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Equal Opportunity Employer

**Visa sponsorship is not provided*

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