

# CENTRAL TEXAS COLLEGE

## Pacific Far East Campus

Education For The Individual

### EMPLOYMENT OPPORTUNITY

- OPENING DATE:** 13 January 2012
- CLOSING DATE:** 17 February 2012
- STARTING DATE:** 01 March 2012
- POSITION:** Administrative Clerk
- LOCATION:** Camp Humphreys, Korea
- SALARY:** \$8.00 per Hour, 30-40 Hours per Week (CLKADM08)
- EDUCATION:** High school diploma or GED required; Associate's Degree from a regionally accredited institution preferred.
- EXPERIENCE:** Previous general office administration and customer service experience required.
- REQUIRED SKILLS:** Proficiency in basic computer applications (word processing and spreadsheet software) and electronic communications. Ability to communicate effectively orally and in writing with the military community, faculty, staff and representatives of outside organizations. Strong organizational skills and the ability to work with minimal supervision.
- QUALIFICATIONS:** Must be eligible for employment under conditions of the Status of Forces Agreement (SOFA). A National Agency Check with Inquiries (NACI) is a requirement of employment. A non-favorable outcome to the NACI may result in the applicant being ineligible for employment. Must be able to drive a CTCD or privately-owned vehicle and lift up to 40 lbs on a recurring basis.

**COMPLETED APPLICATION PACKETS MUST BE SUBMITTED VIA EMAIL TO:**

[korea.pfec@ctcd.edu](mailto:korea.pfec@ctcd.edu)

To be considered, applicants must submit a completed Application for Employment and copies of college transcripts, if required. Visit [www.ctcd.edu](http://www.ctcd.edu) to download an Application for Employment (CTC Form 19).

**CENTRAL TEXAS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

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