

CENTRAL TEXAS COLLEGE

Pacific Far East Campus

Education For The Individual

EMPLOYMENT OPPORTUNITY

- OPENING DATE:** 30 October 2009
- CLOSING DATE:** 9 November 2009
- START DATE:** 12 November 2009
- POSITION:** Site Representative
- LOCATION:** Camp Hansen & Camp Schwab, Okinawa
- SALARY:** \$8.50 per Hour (40 Hours per Week)
- EDUCATION:** High school diploma 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 able to drive a CTCD or privately-owned vehicle and lift up to 40 lbs. Must be eligible for unescorted access to military installations.
- APPLY TO:** Central Texas College
ATTN: Student Services Coordinator
Unit 35033
FPO AP 96375
- DSN Phone: 645-5840 Commercial Phone: 81-611-745-5840
DSN Fax: 645-3575 Commercial Fax: 81-611-745-3575
E-mail: coord.oki.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 to download an Application for Employment (CTC Form 19).

CENTRAL TEXAS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

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