

# CENTRAL TEXAS COLLEGE

## Pacific Far East Campus

Education For The Individual

### EMPLOYMENT OPPORTUNITY

- OPENING DATE:** 13 November 2009
- CLOSING DATE:** 23 November 2009
- START DATE:** 1 December 2009
- POSITION:** Distance Learning Clerk
- LOCATION:** Camp Foster, Okinawa
- SALARY:** \$8.24 per Hour (40 Hours per Week)
- EDUCATION:** High school diploma or GED required; Associate's Degree from a regionally accredited institution preferred.
- EXPERIENCE:** Two (2) years clerical experience in an office environment; preferably in a college or similar business.
- REQUIRED SKILLS:** Aptitude to accurately and independently analyze and consolidate data from various locations in support of multiple college programs. Strong organizational skills; ability to set priorities, meet deadlines, track and monitor submission of documentation, and to work with an attention to detail with minimal supervision. Ability to communicate effectively, both orally and in writing, with the military community, faculty, staff, and representatives of outside organizations. Proficiency in computer applications (word processing and spreadsheet software) and electronic communications.
- 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](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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