



**PACIFIC FAR EAST CAMPUS  
EMPLOYMENT OPPORTUNITY**

**--RESTRICTED TO CURRENT CTC EMPLOYEES--**

- OPENING DATE:** 01 August 2014
- CLOSING DATE:** 08 August 2014 or Until Filled
- POSITION:** Field Advisor
- LOCATION:** Osan Air Base, South Korea
- SALARY:** \$8.75 per Hour (30-40 Hours per Week) + \$2,400 COLA per Annum
- EDUCATION:** Associates degree from a regionally accredited institution required. Degree in education, business management, counseling, or related field 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). Must have unescorted access to military installations. 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.

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

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

To be considered, applicants must submit a completed Application for Employment and copies of college transcripts.

[CLICK HERE](#) to download an Application for Employment (CTC Form 19).

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