



PACIFIC FAR EAST CAMPUS EMPLOYMENT OPPORTUNITY

OPENING DATE: 23 May 2014
CLOSING DATE: 30 May 2014 or Until Filled
POSITION: Substitute Field Advisor
LOCATION: Misawa AB, Japan

SALARY: \$10.00 per Hour; 8-10 Hours per Week

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. Proficiency in the English language and 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 a U.S. citizen currently possessing SOFA status and have access to U.S. military installation. 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:

jobvacancy.pfec@ctcd.edu

To be considered, applicants must submit a fully 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