PACIFIC FAR EAST CAMPUS
EMPLOYMENT OPPORTUNITY
--Only local applications will be accepted--

OPENING DATE: 22 January 2015
CLOSING DATE: 28 January 2015 or Until Filled
POSITION: Administrative Clerk
LOCATION: Camp Zama, Japan

SALARY: $8.00 per Hour, 30-40 Hours per Week

BENEFITS: For full time positions- Federal holiday pay, paid sick leave and vacation, enrollment in pension plans, plus educational benefits after completing specific employment periods.

EDUCATION: Minimum of 30 credit hours from a regionally accredited institution 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:

jobvacancy@pfec.ctcd.edu

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

Visit: http://www.ctcd.edu/locations/pacific-far-east/pfec-employment-opportunities/

CENTRAL TEXAS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER