PACIFIC FAR EAST CAMPUS
EMPLOYMENT OPPORTUNITY

OPENING DATE: 10 March 2015
CLOSING DATE: 17 March 2015 or Until Filled
POSITION: Director, Korea
LOCATION: Yongsan Garrison, South Korea
SALARY: $42,700 + $9,900 COLA per Annum

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: Master’s degree required. Degree from a nationally or regionally accredited institution of higher education in the U.S. required. Degree in education, business management, counseling, or related field preferred.

EXPERIENCE: Minimum of five (5) years of management experience; preferably in adult education or vocational/technical education.

REQUIRED SKILLS: In depth knowledge and understanding of vocational/technical, military, and related educational programs. Demonstrated interpersonal and networking skills, preferably within the military community. Proficiency in basic computer applications (word processing and spreadsheet software) and electronic communications. Ability to communicate and coordinate effectively, both orally and in writing, with members of the military community, faculty, staff, and representatives of outside organizations. Ability to analyze and solve problems. Strong organizational skills. Skills in administration, management, and supervision of staff. Ability to set priorities, meet deadlines, multi-task, and 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. CLICK HERE to download an Application for Employment (CTC Form 19).

CENTRAL TEXAS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER