OPENING DATE: 10 February 2015
CLOSING DATE: 17 February 2015 or Until Filled
POSITION: Field Advisor
LOCATION: Misawa AB, Mainland Japan

SALARY: $9.00 per Hour (20-40 Hours per Week) + $2,400 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: Associates degree from a regionally accredited institution required. Degree in education, business management, counseling, or related field preferred.

EXPERIENCE: Two (2) years of 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 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/

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