Position Vacancy

Secretary
Hugo/Antlers Campus

**Primary Function:**
The successful candidate will be an office professional who wants to be a team player with experience working with MS Word, Excel, Access, etc., write grammatically correct business letters and answer business phones appropriately, operate office technology, serve as testing liaison, maintain student records, financial aid, examines invoices, and other source documents to verify obligations and post appropriate records, prepares financial reports, statements and schedules of standard design and assist campus/district staff as needed.

**Minimum Qualifications:**
Applicants must possess a high school diploma/equivalent or higher. Career Readiness Certificate (CRC) is preferred.

**Deadline for Applying:**
October 31, 2014, Interviews by invitation only.
A skills exercise may be required.

**Starting Date:**
November 12, 2014

**Salary:**
Based on KTC Salary Schedule. New employee will be employed initially on a Temporary Contract. (School Laws of Oklahoma 70-6-101.23)

A complete application, transcripts, educational certifications and resume’ including complete employment experience, verifiable references and other appropriate information should be sent to:

**Scott Garrett**
Kiamichi Technology Centers
PO Box 699
Hugo, OK 74743

Applications may be obtained at your nearest KTC campus, in the Human Resources section at [www.ktc.edu](http://www.ktc.edu) or by contacting [jwarren@ktc.edu](mailto:jwarren@ktc.edu)

Kiamichi Technology Center does not discriminate on the basis of race, color, religion, sex, national origin, age, genetic information or disability, or veteran status. Inquiries concerning this policy may be referred to: Compliance Coordinator, PO Box 548, Wilburton, OK 74578. (888) 567-6807.