Position Vacancy

Secretary
McAlester Campus

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

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, maintain student records, create charts/graphs, newsletters, flyers; 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.

Deadline for Applying:  May 2, 2014, Interviews by invitation only.
A skills exercise may be required.

Starting Date:  May 14, 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:

April Murray
Kiamichi Technology Centers
301 Kiamichi Drive
McAlester, OK  74501

Applications may be obtained at your nearest KTC campus, in the Human Resources section at www.ktc.edu or by contacting 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.