Position Vacancy

Teaching Assistant
McAlester Campus

Minimum Qualifications:
Applicants must possess a high school diploma/equivalent or higher and be willing to assist instructors with the development and delivery of instruction to high school and adult students. Career Readiness Certificate (CRC) and CDL/Bus certification are preferred.

Primary Function:
The successful candidate will be a 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 machines, maintain student records and assist campus staff as needed.

Deadline for Applying: October 31, 2014 12:00 PM Interviews by invitation only.
A skills exercise may be required.

Starting Date: November 12, 2014 (10-month position)

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.