

**CENTRAL TEXAS COLLEGE EUROPE CAMPUS
EMPLOYMENT OPPORTUNITY**

POSITION: Field Representative

OPENING DATE: Immediately

POSTING PERIOD: Until Filled

START WORK DATE: Mid May

LOCATION: Schweinfurt Education Center

SALARY: \$9.50 per hour + HWA

EDUCATION: Associate's Degree from a regionally accredited college or university is preferred, or one year of college with five years of experience.

EXPERIENCE: Must have at least two years of general office administration experience.

REQUIRED SKILLS: Must be proficient in Microsoft Office Applications and Excel. Must be able to communicate and coordinate effectively and work with an extremely high degree of accuracy. Must be able to work independently, without direct supervision, and under pressure.

DUTIES: Perform a variety of substantive administrative and clerical duties.

APPLY TO: Les Brinkley
Central Texas College
Regional Student Services Officer
DSN: 382-5560 CIV: 0621-789-6454
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TRANSCRIPTS MUST BE ON FILE OR PROVIDED WITH APPLICATION

Central Texas College does not discriminate in admissions or access to, or treatment or employment in, its programs and activities on the basis of race, color, religion, national origin, gender, disability, age or veterans status.