

Red River

TECHNOLOGY CENTER

JOB ANNOUNCEMENT

Position	A&CD Administrative Assistant
General Duty Hours	Monday – Thursday – 8:00 a.m. – 4:30 p.m. Friday – 8:00 a.m. – 4:00 p.m.
Education	High School Diploma or equivalent
Experience	Strong computer skills required; MS Office, Outlook, Word, Excel
Major Responsibilities	Greets and provides information to customers. Answers telephone calls and operates telephone system. Serves as primary attendance clerk for Adult and Career Development programs. Responsible for billing and invoicing. Maintains student and employee records for certification and documentation. Maintains inventory of textbooks and supplies used in Adult Training and Development programs. Duplicates all instructional materials. Assists adjunct instructors and students with copy needs and performs other duties as needed by the A&CD/BIS Director.
Requirement	Must be able to pass a national criminal background check

An **application and resume** including experience, education, background, and other appropriate information, should be sent to:

Superintendent
Dennis Loafman
Red River Technology Center
PO Box 1807
Duncan, OK 73534

Applications can be picked up at 3300 West Bois D'Arc, Duncan, Oklahoma.

Deadline for applications: Applications accepted until position filled.

EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE