



Date Posted: 8/10/2021



Application Deadline: Until Filled

Knox Technical Center is looking for a:

KTC Instructor – Microsoft Office

Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio, that serves preschool students, over 600 high school students in 19 career technical programs at Knox County Career Center, and adult students in 17 career technical programs through Knox Technical Center.

Our educational environment is committed to preparing students for success.

- Start Date:** Immediately
Reports To: Development Coordinator
Salary: \$20/hour
Benefits: This is a part-time position in the adult education department and does not include benefits.
Description: The position is for an instructor to join the KTC team as a Microsoft Office instructor. Instruction includes Word, Excel, Access, PowerPoint, Outlook, and OneNote. This includes training on site at school and at employer sites.

Minimum Requirements:

- Minimum of 5 years working within the Microsoft Office software
- Experience in teaching Microsoft Office preferred
- Satisfactory FBI and BCI background check, reference check, and drug screen

Application Process: Send Resume and Application (online at www.knoxtechnicalcenter.com)
https://www.knoxtechnicalcenter.com/uploads/6/0/2/8/60282273/application_for_employment_kccc-ktc.1.pdf

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The Knox County Career is committed to the equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability or sexual orientation.