

Cayuga Community College

JOB POSTING

TITLE:

Typist*

JOB DESCRIPTION:

For complete job description please visit:

<https://www.cayugacounty.us/DocumentCenter/View/8436/Typist>

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

ADDITIONAL INFORMATION:

This is a part-time position, 0-18.75 hrs/wk.

Department: Student Affairs

Appointment: 12 month Civil Service

Campus: Dual Campus

Primary campus designation will be defined by location of successful candidate. Assignments to the secondary campus may occur periodically based on coverage needs.

Not to exceed 974 hours/annually

COMPENSATION:

\$19.14/hr.

APPLICATION DEADLINE:

Continuously accepting applications.

HOW TO APPLY:

Applications must be submitted to Cayuga County Civil Service. To view the job posting and application instructions, please visit: <https://mycivilservice.cayugacounty.us/jobopps>