

CENTRAL TEXAS COLLEGE

Pacific Far East Campus

Education For The Individual

EMPLOYMENT OPPORTUNITY

- OPENING DATE:** 10 January 2011
- CLOSING DATE:** Until Filled
- START DATE:** Varies by Class Start Date
- POSITION:** Digital Training Management System (DTMS) Instructor
- LOCATION:** Various Military Installations throughout Korea
- SALARY:** \$15.00 per Hour
- EDUCATION:** High school diploma or GED required; College degree from a regionally accredited institution preferred.
- EXPERIENCE:** Three (3) years United States military experience. Previous experience in DTMS/SATS preferred.
- REQUIRED SKILLS:** Proficiency in basic computer applications (word processing, spreadsheet and database software) and electronic communications. Ability to communicate effectively, both orally and in writing, with the military community, institutional faculty and staff, and representatives of outside organizations. Strong organizational skills and the ability to work with minimal supervision.
- QUALIFICATIONS:** Must be able to drive a CTCD or privately-owned vehicle and travel throughout Korea. A National Agency Check with Inquires (NACI) is a requirement of employment. A non-favorable outcome to the NACI may result in the applicant being ineligible for employment. Those not previously certified for DTMS must complete institutional training prior to employment.

COMPLETED APPLICATION PACKETS MUST BE SUBMITTED VIA EMAIL TO:

Jobvacancy.pfec@ctcd.edu or

FAXED TO: (DSN) 722-3009 or (COMMERCIAL) 82-32-523-8554

To be considered, applicants must submit an Application for Employment (CTC Form 19) and Prior Occupational Experience Form (CTC Form 202).

CENTRAL TEXAS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

Korea · Mainland Japan · Okinawa · Guam · Diego Garcia