



Offering educational programs through a cooperative partnership with Uinta County School District #1 and Western Wyoming Community College

NOTIFICATION OF INTENT TO HIRE

POSITION:	Office Associate II - Receptionist
LOCATION:	Uinta B.O.C.E.S. #1 Evanston Campus 1013 W. Cheyenne Dr. Evanston, WY 82930
SALARY:	Dependent Upon Experience
HOURS:	Part-Time Daytime and Evening Substitute
CLOSING DATE:	Open Until Filled

JOB DESCRIPTION:

Part-time position for front desk receptionist, daytime and evening hours substitute. Position involves working directly with the public greeting and directing building visitors, answering telephone, enrolling students in community education classes, some building usage scheduling, some test proctoring and data input responsibilities, as well as general filing and clerical duties.

QUALIFICATIONS:

- Strong work ethic
- Punctuality
- Excellent communication skills
- Ability to maintain confidentiality
- Ability to work independently
- Ability to work effectively with students, customers, staff, and community

Uinta BOCES #1 is an equal opportunity employer that does not discriminate on the basis of race, ethnicity, religion, national origin, sex, age, disability, sexual orientation, or gender identity. Uinta B.O.C.E.S. #1 Evanston campus reserves the right to hire the most qualified candidate available at any time.

For a job application, visit uintaeducation.org or stop by Uinta B.O.C.E.S. #1 at 1013 W. Cheyenne Dr. in Evanston. Interested candidates should send a résumé and/or job application to Mardi Woodward at mwoodward@uintaeducation.org.