

## **Office Support Specialist Skills Instructor – Jefferson City**

The Office Support Specialist Skills Instructor is responsible for instructing the comprehensive Office Support Specialist Skills training program that provides consumers with the skills needed to obtain and sustain entry-level employment. Responsibilities include; individualized and group instruction in areas such as keyboarding, Microsoft Office 2007, customer service, ten- key, office procedures and documentation of progress.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Business, Education, Social Work or related field. Related work experience may be substituted for educational qualifications.
- Three years of teaching experience or related work in the human services field.
- Must have or be able to obtain certification in CPI, First Aid and CPR within 60 days of employment

Send resume/cover letter/salary requirements: via email to: [hr@jobpointmo.org](mailto:hr@jobpointmo.org)  
or by mail to: Job Point, 2116 Nelwood Dr., Suite 200, Columbia, MO 65202, Attn:  
HR

AA/EOE