POSITION OPENING ANNOUNCEMENT

TYPE: Instructional Assistant – General Lab Aide
Part time – less than 30 hours per week

START: ASAP

LOCATION: Lehigh Career & Technical Institute
4500 Education Park Drive
Schnecksville, PA 18078

RATE OF PAY: Hourly rate and benefits as per contractual agreement

QUALIFICATIONS:
1. Associates Degree or two years of college work or paraprofessional certification preferred
2. Experience working with youth desirable
3. Must be willing to work with high school students as part of daily job responsibilities
4. Must be physically able to accommodate all facets of the position on a daily basis
5. Capable of fulfilling all job responsibilities as indicated on the LCTI Career and Technical Instructional Assistant position description.

Applications are currently being accepted. Application information available at www.leti.org under “Work at LCTI”, “Support Staff Positions”

Please submit all information in One (1) packet/email/fax to:
Gretchen A. Boyer, Human Resources Manager

1) Preferred method of submission is sending scanned documents via email to humanresources@leti.org
2) If emailing is not possible, please fax, mail or drop off the documents:

Lehigh Career and Technical Institute
4500 Education Park Drive
Schnecksville, PA 18078

Phone: 610-799-1385
Fax: 610-799-1314
email: boyerg@leti.org

Equal Opportunity Statement
Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI’s Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville PA, 18078 or 610-799-1357 or LCTI’s Compliance Officer for personnel at 610-799-1385.