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| **Employment Information**  |
|  |
| **Name of Organization:**  |
| **Location of Job:**  |

**Open Positions (Please put an “x” in the appropriate space.)**

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| --- | --- | --- | --- | --- |
|  | **Program Administrator** |  |  | **ESOL Instructor** |
|  | **Intake Assessment Specialist** |  |  | **ABE Instructor** |
|  | **Instructional Specialist** |  |  | **GED Instructor** |
|  | **MIS** |  |  | **Administrative Assistant** |
|  | **Classroom Assistant** |  |  | **GED/ABE Subject Area Instructor (\_\_\_\_\_\_\_\_\_\_\_)** |
|  | **IT/ Technician** |  |  | **EDP Advisor** |
|  | **Other (Please provide job title and a brief description.)** |

**To Apply: (Please provide information as appropriate.)**

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| **Call (Contact Name and/or Department):**  |
|  |
| **Phone Number:**  |
| **and/or** |
| **Submit résumé to (Contact Name and/or E-mail):**  |
|  |
|  |
| **and/or** |
| **Visit online at:**  |

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| **Special Notes (Full-time, Part-time, etc.)** |

**NOTE: MAACCE BOARD MEMBERS CANNOT GIVE YOU MORE INFORMATION**

**PLEASE CONTACT THE EMPLOYER LISTED ABOVE!**