

**ADMINISTRATIVE OFFICE ASSISTANT
ADJUNCT FACULTY**

Zane State College is accepting applications for adjunct faculty to teach courses in the Administrative Office Assistant program. Successful candidates will possess a minimum of an associate's degree in administrative office assisting, office administration, or other related field from an accredited institution of higher education. Preference will be given to those individuals with at least three years of professional work experience and those with previous teaching experience.

Interested applicants must submit a letter of interest, a resume, a Zane State College application form, and unofficial college transcripts. Please contact the office of the Coordinator of Adjunct Services at (740) 588-1250 for an application packet and additional information.