

## **KCWE CLERICAL SUPPORT**

**May 6, 2011**—The Kansas Council for Workforce Education (KCWE) seeks a self-employed contractor to provide clerical services in an amount not to exceed \$3,500 per academic year. The amount of \$3,500 includes the hourly rate plus reimbursable expenses (travel and supplies). The contract is renewable yearly, subject to performance and Board of Directors' approval.

The individual, under the direction of the President, will work with the appropriate Board members to provide services to include:

- Maintain membership records in a database
- Maintain Web site
- Initiate communication with members through an e-mail system
- Archive records for the organization
- Assist with arrangements of Board and Business meetings (up to four per year)
- Attend board meetings, prepare, and submit board meeting minutes
- Other duties as mutually agreed to between the contractor and the Board

To apply for this position, contact

Jim Edwards  
Dean of Career & Technical Education  
Butler Community College  
901 South Haverhill Road  
El Dorado, KS 67042  
Tel: 316-322-3128  
[jedwards@butlercc.edu](mailto:jedwards@butlercc.edu)

Application deadline: Until filled