

Administrative Assistant **(Finance and Administration):**

Required Qualifications Include Associates Degree or comparable experience, minimum of two years of administrative assistant experience, demonstrated competencies with Microsoft Office, proven ability to write and orally communicate clearly and fluently, excellent customer service and organizational skills.

Teaching Associate **(Child Development Center):**

Required Qualifications Include At least 19 years of age; an Associate Degree in Early Childhood or two years of credits from an accredited college or university with six semester or equivalent quarter hours in courses related directly to child care and/or child development.



**To apply, and for complete
information, visit
www.dacc.edu/hr**