Genesee Valley BOCES
Success Stories Written Here

Notice of Vacancy

Position:
- Program Assistant
- Supporting CTE & New Program Development

Qualifications:
- Associate's degree OR
- Graduation from high school or equivalent and two years of full-time, paid clerical experience

Desired Qualifications:
- Organizational and technical skills
- Excel, Word, and Google Suite experience
- Strong time management, attention to details and interpersonal and communication skills is a must.
- Experience with grant writing
- Experience with purchasing and budgets

Location & Hours:
- LeRoy Services Center
- 8:00AM-4:00PM

Rate of Pay:
- $39,000 - $42,000 *(Negotiable based on experience)*

Starting date:
- ASAP

Visit our Web Site at **www.gvboces.org**

Reply by **November 20, 2026** with reference to **Vacancy 27-77**, letter of interest and resume to hr@gvboces.org or mail to:

Human Resources, Genesee Valley BOCES
80 Munson Street, Le Roy, NY 14482