

Northeast Colorado BOCES is looking for an Administrative Assistant to join their team. The Administrative Assistant will work directly for the Director of Special Education and support all Special Education department and staff needs. This position is full-time with competitive salary and benefits. An Associates Degree is preferred, but not required. If interested, please submit a resume and application to Northeast BOCES, c/o Michelle Patterson; P.O. Box 98; Haxtun, CO 80731 or you may email the application and resume to [mpatterson@neboces.org](mailto:mpatterson@neboces.org). For questions, call 970.521.2772 ext 2223. Applications can be found on the BOCES Website at <https://www.neboces.org/page/boces-job-postings>. Position open until filled.