



8500 Oliver Road
Erie, Pennsylvania 16509-4699
Phone: (814) 464-8660
Fax: (814) 464-8626
www.ects.org
Equal Opportunity Education Institution

Administrative Services/Human Resources Coordinator Report
April 2024

STAFFING:

Administration

Facility Manager – actively recruiting

Professional

Business Partnerships and Cooperative Education Coordinator -actively rec

Computer Networking Instructor -actively recruiting

Construction Trades Instructor -actively recruiting

Cosmetology Instructor -actively recruiting

Health Assistant Instructor -actively recruiting

Classified

Instructional Aide SAA2 (part-time) -actively recruiting (multi positions)

PAYROLL:

Summer Pay Option Letters

ADMINISTRATIVE SERVICES:

Benefit Renewal Rates - 7.1.24 Benefit/Premium Updates

Retiree Group Participation Letters

Employee Navigator (ENAV) and ECCA integration

ESS transition