



## POSITION VACANCY

May 26, 2016

Name of position: Administrative Assistant, Business and Computer Technologies  
Applications accepted through: June 15, 2016  
Effective date of employment: August 1, 2016  
Length of employment: Full-time, 12-month position  
Salary range: \$24,054 - \$30,068

### Position Requirements:

An Associate Degree in one of the following areas is required: Office Administration, Business Administration, or related field. Applicants must have experience with Microsoft Office Suite, including Word and Excel. Exemplary interpersonal, communication, time management, and organizational skills are required. One year of relevant experience is also required. Experience with Colleague is preferred.

### Position Duties:

The Administrative Assistant will provide administrative and clerical support to the Business and Computer Technologies Division. The Assistant will work closely with the Division Chair and faculty and will also interact with the public, students, and staff. Other duties include the following: Answer telephone, utilize office machines, and distribute mail; maintain records in electronic filing system, initiate purchase requisitions through NC E-Procurement, generate contracts and prepare monthly payroll for adjunct instructors in Colleague, enter Division's curriculum course offerings into Colleague, prepare and process Division travel requests/reimbursements; distribute, scan, and tabulate student evaluations; perform end-of-year inventory; assist Division Chair, Department Chairs, and faculty in preparing and proofreading reports and other office communications; assist with registration and course overrides, assist with submitting Division planning objectives and mid-year and end-of-year results. The Administrative Assistant also performs other duties as assigned by the Division Chair.

If selected for employment, the applicant must submit to a criminal background check and drug screening.

**INSTITUTION:** Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.

### APPLICATIONS:

Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post-secondary studies to **Human Resources, Wayne Community College, and P. O. Box 8002, Goldsboro, NC 27533-8002**. Applications may be downloaded from our website at [www.waynecc.edu](http://www.waynecc.edu). Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.