WAYNE
COMMUNITY COLLEGE

POSITION VACANCY

April 20, 2016

Name of Position: Administrative Assistant
Applications accepted through: May 6, 2016
Effective date of employment: June 1, 2016
Length of employment: Full-time
Salary range: $24,054 - $30,068

Position requirements:

An Associate Degree in one of the following areas is required: Office Systems, Business Administration or related field. Applicants must have experience with Microsoft products, including Word and Excel and strong communication skills to assist students, parents, faculty, staff, and the general public. Exemplary interpersonal, communication, and organizational skills are required. The ability to work in a fast-paced environment is required. One year of relevant experience is required. Experience with the Colleague computer system is preferred.

Position duties:

The Administrative Assistant will provide administrative and clerical support to the Counseling Office. The Assistant will provide telephone and in-person reception for the Counseling Office and will interact with the public, college students, faculty, and staff. The Assistant will work closely with other members of the Counseling Office and perform related functions in the areas of registration, clerical assistance typing letters, forms, and memos, and provide administrative support for placement testing. This position requires strong interpersonal skills, a knowledge of computers and current office technologies, aptitude with Word and Excel, and strong written and verbal communication skills. The Administrative Assistant performs other duties as assigned by the Director of Counseling.

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. Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*