POSITION VACANCY

May 26, 2016

Name of Position:	Admissions and Records Specialist
Applications accepted through:	June 10, 2016
Effective date of employment:	July 11, 2016
Length of employment:	Full-time
Salary range:	$24,054 - $30,068

Position requirements:

Associate Degree in one of the following areas is required: Office Systems, Business Administration or related field. Must have experience with Microsoft products, including Word and Excel and strong communication skills to assist students, parents, faculty, staff, and the general public. One year of relevant experience is required. Experience with the Colleague computer system is preferred.

Position duties:

The Specialist will serve as initial contact for prospective and current students, process applications for admission, and maintain accurate and confidential student academic records. The Specialist will work closely with other members of the Admissions & Records Office and perform related functions in the areas of admissions, registration, records, and curriculum programs. This includes a large amount of contact with students, faculty, and staff. The Specialist performs other duties as assigned by the Director of Admissions and Records.

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.