

POSITION VACANCY

March 20, 2015

Name of position:	Associate Director of Admissions and Records
Applications accepted through:	March 31, 2015
Effective date of employment:	April 20, 2015
Length of employment:	Full-time
Salary range:	According to College Salary Plan

Position requirements:

A Bachelors degree is required. Three years of relevant experience is required. The successful individual must be a self-starter and able to adapt to diverse situations.

The candidate must possess strong written and interpersonal skills, organizational skills, and the ability to manage time, prioritize work and handle multiple tasks simultaneously. The individual must possess a strong work ethic, the ability to work as a team member with minimal supervision, and the ability to maintain confidentiality of student records in compliance with the Federal Family Rights and Privacy Act (FERPA). The candidate must have excellent customer service skills in working with constituencies across the institution including staff at all levels, faculty, students, and committees.

Position duties:

Primary responsibilities include assisting with all activities associated with curriculum admissions, registration, records, and graduation; coordination of federal, state, and local reports; liason with other departments of the College; extracting statistical information from Colleague; and providing assistance in Colleague-related student functions.

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