

POSITION VACANCY

April 30, 2015

Name of position:	Executive Assistant [Administrative Services]
Applications accepted through:	May 15, 2015
Effective date of employment:	June 1, 2015
Length of employment:	Full-time
Salary range:	\$30,300 - \$37,875

Position Requirements:

An Associate's degree and three years relevant work experience in an office environment are required. Applicants must demonstrate a working knowledge of Microsoft Office programs. Candidates must possess strong organizational skills with attention to detail and accuracy. The assistant must be able to work independently and make minor decisions using good judgment. A National Career Readiness Certificate is preferred for this position.

Position Duties:

The assistant provides administrative support to the Chief of Administrative Services, the College President and areas reporting to the Administrative Services Division requiring confidentiality, initiative, and judgment to establish work priorities and organize tasks to meet required schedules efficiently and effectively, at times under pressure to meet deadlines. The successful applicant must be able to provide excellent customer service in a timely, cooperative, courteous and professional manner. He/she must be able to utilize office machines and compose minutes for division and committee meetings in a timely manner, utilizing correct grammar and spelling. The assistant will be responsible for distributing the daily mail and ordering supplies via the E-procurement system, and monitoring offices and phone coverage for the administrative suite. In addition, maintain records, reports, files and travel arrangements; prepare and audit all travel reimbursements, purchase orders, work orders and requisitions, type memos, letters and forms. He/she will assist in preparation of annual departmental budget and assist with maintenance of files and reporting for construction and renovation projects, fleet maintenance, energy consumption, recycling and green initiatives.

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.