



P.O. Box 398  
Kenansville, NC 28349

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[www.jamessprunt.edu](http://www.jamessprunt.edu)



## POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT EFFECTIVE:** Immediately

**POSITION:** "12 in 6" Administrative Assistant (25 Hours)

**PROJECTED DATE OF EMPLOYMENT:** Immediately

**JOB DUTIES:** Provide counseling, track participants, manage records, and be a point of contact for all 12 in 6 JobsNOW Programming. Work with publicity, evaluations and development of 12 in 6 programs; manage the 12 in 6 budget, conduct needed visitation and supervision to ensure integrity and accountability of the programs; Assist with Occupational Extension class data entry and registration. Duties also include the supervision of 12 in 6 computerized data in the Continuing Education Division and submission of required reports to state and federal agencies.

*This is a grant-funded position supported by the Department of Commerce, Division of Workforce Development and Workforce Development local board. As such, employment beyond the end of the grant (October 31, 2010) is contingent upon continuation in funding. EOE*

**QUALIFICATIONS:** Associates Degree in Business Administration or related field. Some computerized records management and word processing skills. Considerable work experience related to job duties. Community college and Datatel experience required.

**SALARY RANGE:** Based on the James Sprunt Community College Salary Plan, Level 5

**APPLICATION INSTRUCTIONS:** Must have a completed James Sprunt Community College Application and unofficial transcripts of educational record on file in the Human Resources Office prior to the Application Deadline. For application forms call or write Human Resources, James Sprunt Community College, Post Office Box 398, Kenansville, NC 28349-0398. Phone: (910) 296-2410 or download the application at [www.jamessprunt.edu](http://www.jamessprunt.edu).

**APPLICATION DEADLINE:** Until filled

James Sprunt Community College is an equal opportunity educational institution and employer. The college does not practice or condone discrimination in any form against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, disability, or political affiliation consistent with those laws which affect the institution. If you believe you have been discriminated against, please feel free to contact: Director of Human Resources & Campus Safety, Kristy D. Brinson, 133 James Sprunt Drive, P.O. Box 398, Kenansville, N.C. 28349, (910)-296-1429, [kbrinson@jamessprunt.edu](mailto:kbrinson@jamessprunt.edu).

**JobsNOW "12 in 6" Initiative**