POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT EFFECTIVE: Immediately

POSITION: Administrative Assistant - Vocational/Technical Education

PROJECTED DATE OF EMPLOYMENT: June 1, 2016

JOB DUTIES: Provide a wide variety of support functions for staff/faculty in the Vocational/Technical Education Department such as but not limited to: computer data entry, secretarial support, database maintenance, maintenance of office supplies and equipment. This position reports to the Department Head – Vocational/Technical Education.

QUALIFICATIONS:

Required: Associate Degree in Secretarial Science, Office Systems Technology, Office Administration or closely related field. Excellent communications and human relations skills. Working knowledge of computers and Microsoft Office, including word processing, spreadsheets, and presentation graphics. Some clerical and customer service experience.

Preferred: Proficient with computers and Microsoft Office, including word processing, spreadsheets, and presentation graphics. Bilingual; Career Readiness Certificate (CRC). Considerable clerical and customer service experience.

TERM OF EMPLOYMENT: Full-Time/Annual

SALARY RANGE: Level 9 ($26,101 - $32,626) (salary commensurate with experience)

Application and instructions are available on the JSCC web page www.jamessprunt.edu/hr-jobs

APPLICANTS SEEKING VETERAN’S PREFERENCE SHOULD SUBMIT FORM DD-214

APPLICATION DEADLINE: NOON, MAY 2, 2016

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