



Human Resources Office
500 West Broad Street
Statesville, NC 28677-5293
www.mitchellcc.edu

Employment Opportunity

Administrative Assistant to the Vice President for Finance and Administration

posted May 2, 2008

POSITION

The Administrative Assistant for the Vice President for Finance and Administration maintains confidentiality while performing clerical and administrative duties and maintaining all administrative records for the division. This full-time, twelve-month position is renewable annually. Start date: July 15, 2008.

RESPONSIBILITIES

- perform duties as lead contact person for copier usage for all campuses and generates all usage reports
- assist the Executive Director of Auxiliary Services with tracking of purchases
- assist Human Resources Department as needed
- types correspondence for the administrative division of the College
- respond to telephone and person-to-person inquiries by faculty, staff, students, and visitors
- maintain accurate files on all records and correspondence for the division
- perform general accounting duties
- schedule appointments for the Vice President for Finance and Administration
- maintain records of leave and sick time for departmental employees
- sort and distribute incoming and outgoing mail
- maintain current NC Notary seal and perform notarial duties for the College
- perform any other duties assigned by the Vice President for Finance and Administration

QUALIFICATIONS

- associate degree in secretarial science or business-related field with three years of experience is required; equivalent combination of education and related work experience may be considered
- demonstrated confidentiality and customer service skills
- demonstrated ability to type a minimum of 50 wpm and extensive knowledge in computer application software
- demonstrated competence in oral and written communication skills
- demonstrated ability to work with minimum or no supervision
- general knowledge of bookkeeping principles and practices preferred
- demonstrated ability to work both effectively and professionally with faculty, staff, students, and the community
- demonstrated understanding of and commitment to open-access community college philosophy, diversity issues, and service technology

INSTITUTION

Mitchell Community College is a member of the North Carolina Community College System. Located in Statesville, the College serves students from Iredell and adjoining counties. Fall semester enrollment is in excess of 2,600 students in curriculum courses and approximately 14,000 in continuing education classes. Vocational, technical, college transfer and fine arts programs are offered to a diverse student body in an historical setting. The College is a learning-centered institution, which encourages its employees to be life-long learners.

APPLICATION PACKET

- official Mitchell Community College application
- letter of interest addressing each of the requirements
- résumé
- photocopy of transcripts

Applications will be accepted until the position is filled; however, preference will be given to persons who apply by **May 19, 2008**. The search committee process for full-time positions takes 60-90 days. Questions may be directed to the Human Resources office at 704-878-4341 or 704-878-3251(fax).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER