



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

Employment Opportunity

Salon Office Specialist

posted May 2, 2008

POSITION

The Salon Office Specialist, under the direction of the Program Coordinator, is responsible for providing courteous, customer-oriented support to students, faculty, staff and the general public. This full-time, twelve-month position is renewable annually. Start date: July 1, 2008.

RESPONSIBILITIES

- perform office support activities with minimum supervision including answering phone calls, copying, faxing, and creating documents utilizing word processing
- handle cash transactions and deposits accurately
- maintain student records
- maintain files
- maintain confidentiality and professionalism
- greet and assist clients and prospective students on the telephone and in person
- assist with merchandise display and inventory
- assist with marketing and recruiting
- work occasional weekend and evening hours
- establish and maintain effective working relationships with faculty, staff, and students
- perform any other duties assigned by the Director of Nursing, Allied Health & Public Service Technologies

QUALIFICATIONS

- high school diploma or equivalent is required; associate degree is preferred
- demonstrated confidentiality and customer service skills
- demonstrated basic computer literacy, including proficiency in Microsoft Word & Excel and 10-key adding machine
- demonstrated competence in oral and written communication skills
- demonstrated ability to work with minimum or no supervision
- 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
- maintain current NC Notary seal and perform notarial duties for the College is preferred

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