



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

Employment Opportunity

Student Activities Administrative Specialist (part time)

posted April 21, 2008

POSITION

The part-time Student Activities Administrative Specialist is responsible for assisting in the effective operation of the student activities program by providing administrative, financial, and program support. Office hours: Monday – Friday, 9:00 a.m. – 1:00 p.m. Start date: July 1, 2008.

RESPONSIBILITIES

- provide administrative support to student activities and intramural activities
- assist in supporting student activities at Mooresville Center
- create and maintain SGA and student activities calendar
- provide effective communication, advisement, and support of club advisors
- purchase and maintain office/program inventory
- assist in monitoring SGA spending
- assist with Spring Week, Spring Court, Awards Day, Student Elections and any other SGA program
- assist with registration and orientation activities
- perform additional duties as assigned by the Coordinator of Student Activities

QUALIFICATIONS

- associate's degree preferred or a minimum of 2 years experience in providing administrative support
- demonstrated ability to work flexible hours
- demonstrated computer skills in Microsoft Office products
- demonstrated excellent written and verbal communication skills, and the ability to work in a congenial and professional manner with students, faculty, and staff
- demonstrated understanding of and commitment to open-access community college philosophy, diversity issues, and instructional technology
- demonstrated organizational and management skills (ability to multi-task); ability to collaborate effectively as a member of a goal-oriented team; and show evidence of leadership skills suited to a rapidly growing and diversified college community, preferred
- valid driver's license

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

Preferred date: May 27, 2008. Applications will be accepted until the positions are filled. Questions may be directed to the Human Resources office at 704-878-4341 or 704-978-3117 (fax).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER