



Personnel Office

P. O. Box 1420
Lumberton, NC 28359
910-272-3531

EMPLOYMENT OPPORTUNITY

VACANCY: EXECUTIVE ASSISTANT TO THE PRESIDENT (INTERNAL POSTING ONLY)

REQUIREMENTS:

Minimum Qualifications: An Associate Degree in a secretarial/office systems/business related field from an accredited institution. A minimum of two (2) years work experience in an executive secretarial or secretarial related position. Must obtain a Notary license within the first six (6) months of employment.

DUTIES AND RESPONSIBILITIES: The incumbent will have the following duties and responsibilities:

- Serving as the Executive Assistant to the President
- Representing the President's Office at various functions/events at the request of the President
- Assisting the President with Board of Trustee meetings to include but not limited to arranging the Board Room for meetings, setting up recording devices, distributing materials, identifying guests, etc.
- Transcribing and maintaining the minutes of Board of Trustee meetings accurately.
- Preparing correspondence for Board members and Senior Staff in a timely and appropriate manner.
- Assisting the President and Board of Trustees with commencements and other official programs of the College.
- Preparing Monthly Reports for the President's Office as requested.
- Preparing secretarial tasks as required for the efficient operation of the President's Office.
- Creating, editing, and proofing a variety of documents accurately.
- Organizing, sorting, filing, and retrieving information and correspondence.
- Other duties as assigned.

SALARY: The salary will be determined in accordance with RCC's Salary Plan and the applicant's education and work experience.

APPLICATION PROCEDURE:

Candidates for the position should complete a RCC Application for employment, submit a professional resume, and a photocopy of Official Transcripts. Robeson Community College reserves the right to perform consumer background checks and financial background checks on applicants who are considered for employment and the College may administer personality testing as part of the selection process.

DEADLINE FOR APPLICATIONS: Friday, December 2, 2016 at 3:00 p.m.

PROPOSED DATE OF EMPLOYMENT: February 1, 2017 (tentatively)

CONTACT: Personnel Services
Robeson Community College
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RCC is an Equal Opportunity Employer