# Human Resources Post Office Box 1420 Lumberton, NC 28359

**910.272.3537**

EMPLOYMENT OPPORTUNITY

# VACANCY: Administrative Assistant for Continuing Education and Workforce Development

**REQUIREMENTS:**

**Minimum Qualifications:** A minimum of an Associate Degree in Office System Technology, Information Systems Technology, Business Administration or the equivalent from a regionally accredited institution.

**Preferred Qualifications:** An Associate Degree in relatable field with 2 year’s work experience.

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

* Greeting students, visitors, employees, and peers with a pleasant, professional disposition
* Handling customer questions and problems in a timely, courteous manner.
* Handling all correspondence (oral, written, or electronic) with confidentiality.
* Performing basic clerical tasks via photocopier, fax machine, shredder, etc.
* Sorting and routing incoming/outgoing mail and correspondence.
* Receiving, screening, and placing telephone calls using proper etiquette.
* Ordering materials and supplies following prescribed procedures.
* Typing documents from rough drafts or dictation at 35-40 words per minute with no mistakes.
* Establishing and maintaining paper and electronic files.
* Arranging for meetings and conferences with staff and the general public.
* Preparing memos, letters, and other forms of correspondence as directed using Microsoft Office Suite; Creating, editing, and proofing a variety of documents accurately.
* Preparing minutes of meetings, agendas, lists, etc. from rough copy or dictation.
* Using special features and integration capabilities of the prescribed software packages.
* Entering basic alphanumeric data into computer database software and verifying it for accuracy.
* Formatting data as directed; Creating reports and business graphics from data, if required.
* Effectively utilize Registration Management System (Colleague) functions to build sections and register students to include SECT, RGN, RGST, EVAL, XATT, TRER, etc….
* Stay current with program admission requirements
* Represents programs at functions in absence of faculty
* Communicating the manager’s instructions to various individuals accurately.
* Furnishing or obtaining information from/for the manager with other managers accurately.
* Operating and transcribing voice messages from answering machines and similar voice mail devices.
* Participating in community college sponsored or endorsed professional/personal development activities as requested while Promoting Robeson Community College with local, state, regional, and national citizenry.
* Pursuing professional development course, seminars, workshops, and institutes designed to enrich and/or enhance the quality of secretarial support provided to the office and staff.
* Providing facilities scheduling and management support as requested.
* Familiar with social media (Facebook, Twitter)
* Assist with registering evening classes as needed.
* Participating in staff meetings called to expedite the business of the college.
* All other duties as assigned

**SALARY:** The salary will be determined in accordance with RCC’s Salary Plan and the applicants’ education and work experience. Salary range $31,215 to $44,129.

# APPLICATION PROCEDURE:

Candidates for the position should complete an RCC Application for Employment and submit a Professional Resume, a photocopy of Official Transcripts, and any other supporting documentation related to the qualification requirements. Robeson Community College reserves the right to perform consumer background checks on applicants who are considered for employment and the College may administer personality profile testing as part of the selection process.

# DEADLINE FOR APPLICATIONS: March 12, 2021 at 3:00PM

**PROPOSED DATE OF EMPLOYMENT: April 1, 2021**

**CONTACT:**  Human Resources

**scarr@robeson.edu**

Robeson Community College

P. O. Box 1420 Lumberton, NC 28358 910.272.3537

RCC is an Equal Opportunity Employer