



Montcalm Community College

INSTRUCTIONAL SERVICES ASSISTANT - GREENVILLE

PART-TIME UNION POSITION

This position provides administrative staff and clerical support for the efficient and effective operation of the Greenville Campus. Working closely with the Dean for Industrial Education and Workforce Training, the Greenville Administrative Assistant and other instructional administrators, the position facilitates day-to-day office operations. Supportive operations may result in a modified work schedule and periodic professional development/training. Travel to off-campus sites may be required. ****Please note** This position works two evenings per week and every other Saturday – approximately 14 hours one week and 20 hours the next.**

QUALIFICATIONS:

1. Associate's degree or two years' related work experience.
2. Demonstrated proficiency in organization/general office skills.
3. Ability to multi-task.
4. Demonstrated ability to work independently, solve problems, and make appropriate decisions.
5. Demonstrated proficiency in written and oral communications.
6. Demonstrated ability to work well with diverse clients including students, college staff, business and industry personnel, and the general public.
7. Demonstrated knowledge/skill in using a variety of computer software applications including Microsoft Office.
8. Ability to maintain strict confidentiality.
9. Familiarity with and commitment to the philosophy and mission of a comprehensive community college.
10. Demonstrated ability to work as part of a team operation.
11. Demonstrated accuracy and attention to detail.
12. Dependable and punctual work history.

DUTIES:

1. Provide oversight of Greenville Campus in order to maintain a positive, learning atmosphere conducive to the welfare of the public.
2. Insure rules and regulations are followed by persons using the Greenville Campus. Report any incident to immediate supervisor and fill out incident report forms.
3. Proctor exams/tests following proper procedure and security protocols.
4. Assist with credit and noncredit enrollment (i.e. registration, payments, database management, etc.).
5. Assist with scheduling and maintenance of noncredit courses.
6. Provide support services to community outreach activities.
7. Assist with computer lab operations as needed.
8. Provide support for Greenville Campus activities.
9. Perform administrative staff support and clerical duties as assigned.
10. Assist instructors with classroom technology and copying as needed.
11. Insure Greenville Campus buildings are secure prior to departure.
12. Handle and respect confidential information.
13. Train and supervise work study students as assigned.
14. Perform other related duties as assigned.

BENEFITS:

Dental and Vision coverage (carriers are Delta Dental and EyeMed), Long-term disability, Group Term Life Insurance. Vacation and sick leave are at prorated amounts. There is tuition free study (some limitations) for self and dependents age 25 and under. Medical coverage (Priority Health) may be purchased at the cost of the college's premium.

IMMEDIATE SUPERVISOR: Dean for Industrial Education and Workforce Training

REMUNERATION: Per contract agreement, Support 2 \$13.85 / hour

APPLICATION DEADLINE: July 9 2018 at 12:00 pm

START DATE: Approximately August 6, 2018

METHOD OF APPLICATION: Complete an on-line application at www.montcalm.edu/employment and attach your cover letter, detailed resume, transcripts and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.