NOTICE OF VACANCY

Administrative Assistant (English & Humanities, Social Sciences, and eLearning)

REPORTS TO: Chair of Humanities, Chair of Social Sciences, and eLearning Coordinator

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Administrative Assistant (English & Humanities, Social Sciences, and eLearning) will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Administrative Assistant in the departments of English & Humanities and Social Science Departments is dual position and will assist the chairpersons of the English Department/the Social Sciences Department and Coordinator of eLearning and the eLearning administrative assistance on a regular basis in performing a variety of standard to moderately complex administrative and clerical tasks, which may include greeting and receiving visitors and calls, monitoring inventory, maintaining program information, typing, filing, test proctoring, and purchasing in support of daily operations.

More specifically, the Administrative Assistant (English & Humanities, Social Sciences, and eLearning) is responsible but not limited to the following:

DUTIES AND RESPONSIBILITIES

English & Humanities and Social Science Departments

- Assist with new faculty orientation for assigned departments at all campuses and online
- Compile and submit textbook requisitions for all courses in assigned departments at all campuses and online
- Correspond regularly with all faculty [full time and adjunct] in assigned departments regarding deadlines, announcements, and other information as directed by chairpersons
- Input all courses for assigned departments into Banner system; make any necessary changes in course listings as directed by department chairpersons
- Maintain copy room, monitor daily status and stocking of copier and scantron machines, submit any necessary work/repair orders
- Order office and classroom supplies for all faculty [part-time and adjunct] in assigned departments at all campuses
- Pick-up and distribute mail for assigned departments
- Proctor classroom tests or assignments for absent faculty on main campus
- Receive and process payroll and other required forms for all adjunct faculty [including dual enrollment]
- Receive and direct visitors entering Horton building

DUTIES AND RESPONSIBILITIES

- Record and monitor all inventory for first floor of Horton building
- Serve as designated safety person for first floor of Horton building
- Submit all maintenance and repair orders for first floor of Horton building
- Submit all Track-it orders for computer or phone issues for offices and classrooms of assigned departments at all campuses
- Take minutes, prepare handouts, and collect sign-in sheet for all department meetings
- Track and record invoices and purchase orders for assigned departments

eLearning Center (eLC)

- Answer the telephone professionally for the department
- Check, reply, and maintain daily emails for self and the department
- Handle overflow information exchange (both phone and email) concerning inquiries about the eLearning program
- Monitor student enrollments regularly: such as registrations, withdrawals, and no-shows
    a. Use BANNER and ENROLLMENT TOOL systems in order to register students and maintain student course activity.
- Perform data entry, word processing, database management, and spreadsheet tasks as needed
- Proctor tests for eLearning courses that will require working outside of regular office hours.
- Provide eLearning support for faculty & students as needed.
    a. Trouble shoot issues with Canvas and other third-party software companies for students and faculty
- Serve as a representative of the eLC, as requested, at meeting and events.
- Update eLearning webpages with the most current information
- Perform other part time duties as assigned.

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate Degree.
- The applicants must also have computer and software knowledge of performing data entry, word processing, database, and spreadsheet tasks.
- The applicants should appreciate the concept of the community/junior college.

DESIRABLE QUALIFICATIONS

- Preference will be given to applicants with a Bachelor's degree or higher and those with experience working in an eLearning/distance learning environment.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to interact positively and effectively with faculty/staff, administrators, donors, alumni, and students.
- Excellent written and verbal communication skills.
- Ability to collaborate and communicate effectively with other professionals in a team setting
- Ability to effectively meet project deadlines

KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Ability to operate a computer and the skills to learn and utilize software and other technology in instruction
- Ability to work evenings and weekends as the scope of the job may frequently require travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops.
- Ability to work well in a fast-paced setting
- Ability to work well under pressure
- Skilled in Microsoft Office including Word, Excel, Access, PowerPoint and Outlook
- Skills and abilities in organization, time management, and record keeping

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Non-Exempt, Clerical and Support Staff (CS) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application **(online only)**

2. *Unofficial* College Transcript(s)

3. Current Resume

4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, https://msdelta.formstack.com/forms/applicationforemployment

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

 DEADLINE

Internal/External– December 25, 2024, 2024 at 5:00 p.m.