



NOTICE OF VACANCY

Administrative Assistant (Greenville Center)

REPORTS TO: Director of Greenville Center

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 (Greenville Center) 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 (Greenville Center) is responsible but not limited to the following:

DUTIES AND RESPONSIBILITIES

- Answer incoming telephone calls, transfer calls, take messages, and deliver messages appropriately.
- Assist all instructors (i.e. copying class materials, placing absentee notices on classroom doors, sign-in sheets for students, receiving documents to be placed in mailbox/door tray, etc).
- Assist counselor and student services coordinator as needed.
- Conduct registration for noncredit activities and send confirmations and necessary materials to participants.
- Coordinate non-credit activities in the area of professional development and personal enrichment.
- Coordinate online opportunities for CEU credit (Ed2Go).
- Coordinate workshop budgets, collect fees, and initiate payroll paperwork to pay instructors.
- Design, create and distribute all marketing materials for noncredit activities, facility reservations, online training, and testing certifications.
- Direct students and visitors to appropriate personnel/department.
- Distribute incoming mail when requested.
- Input Greenville Center campus events calendar on television.
- Issue parking decals and maintain decal files.
- Maintain organizational files and records in Greenville Center office.
- Maintain photo catalog of pictures of student activities/events at Greenville Center.
- Maintain the postage machine and request postage.
- Make contact with instructors for non-credit workshops.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Office duties as assigned, with particular emphasis on clerical and community outreach activities.
- Perform data entry, word processing, database, and spreadsheet tasks as requested.
- Prepare and distribute certificates of completion for noncredit offerings.
- Provide in-person assistance to Middle College students, particularly during class transitions.
- Requisition office supplies.
- Serves as receptionist at Greenville Center.
- Work collaboratively with director's office to ensure academic and community activities on the Greenville campus are seamlessly coordinated.
- Work collaboratively with the director to develop and implement social media marketing & community outreach strategies.
- Work collaboratively with the director to ensure students are notified of campus updates including instructor absences, campus closures, emergency alerts, etc.
- Work collaboratively with the executive assistant to the director as needed.
- Work collaboratively with the student services coordinator and director to develop outreach opportunities for faculty, staff, and students.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate's degree from an accredited college.
- The applicants must have a minimum of two years of experience in a related role.

DESIRABLE QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Minimum of one-year experience managing a social media profile for a business or professional entity within the past three years.
- At least six months of community service activity in the past 3 years.
- Proficient use of social media.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials
- Ability to exercise considerable initiative, discretion and confidentiality in performing tasks.
- Ability to multitask.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.

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KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Demonstrated effective use of technology including but not limited to computer and software knowledge of performing data entry, word processing, database, and spreadsheet tasks.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Strong sense of personal and professional integrity.
- Successful experience managing complex budgets.
- Proficiency in using computers with network and Internet capabilities, computer printers, CD-ROM informational databases, online informational databases, application software programs, such as Microsoft Office, online library catalog and management systems, microfilm/microfiche reader/printer, copy machine, telephone system, fax machine.

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.

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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.

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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– February 4, 2025 at 5:00 p.m.