

JOB POSTING

Office Assistant (Part-Time, Temporary) Advanced Technology Center in Ghent

Duties and Responsibilities:

- Direct all phones to the appropriate person/department within the organization
- Maintain orderly flow of official documents/paperwork through and between various New River campuses.
- Set up meeting rooms and prepare for said meetings.
- Assist the Dean of Workforce, Technical and Community Education with the scheduling of events.
- Prepare, distribute, copy and mail correspondence for the Advanced Technology Center
- Maintain files for correspondence for the Advanced Technology Center
- Assist in copying, filing, and distributing documents developed within the Advanced Technology Center
- Data entry of sensitive information

Education/Licensure:

- High School diploma or GED is required – Associate Degree preferred
- Certification or some college courses completed in secretarial science, business or related field is preferred

Experience:

- Qualified candidates will have over 1 year of experience in an office setting.

Required Skills:

- Excellent computer skills (Excel, Access, Word, and Internet)
- Ability to multi-task
- Strong organizational skills
- Ability to interact with public with exemplary professionalism
- Attention to detail
- Problem solving skills
- Ability to communicate tactfully in writing and orally
- Proficient keyboarding and ability to enter data accurately
- Extensive knowledge of general office procedures and practices
- Extensive knowledge of college policies and procedures

An equivalent combination of education and related experience may be acceptable.

Reports to: Dean of Workforce, Technical and Community Education

Application Process:

Position is part-time (20 hours per week M-Th 10:00am – 3:00pm) and not benefits eligible.

Pay is dependent upon experience.

Candidates must submit the following material: Cover letter to include position of interest, completed application, contact information for three references, and copies of college transcripts and certifications to ladkins@newriver.edu

Review of applications will begin immediately. Position is subject to funding availability. AA/EOE/ADA