



POSITION ANNOUNCEMENT

Administrative Assistant – Advising Center & Learner Services

Applications are being accepted for the Administrative Assistant – Advising Center & Learner Services position. This position will provide administrative support for the Advising Center Director, Advising Center and Learner Services. This person will serve as a positive college ambassador to students, staff and the community.

Normal Weekly Hours: 40 for 12 months per year. Hours vary between 8:00 am and 6:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Friday. Hours/days will vary due to operational situations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Associate degree in office administrative services or related field required.
- Office experience required.

Necessary Knowledge, Skills, and Abilities:

- Excellent computer skills as appropriate for the area as well as having the ability to update skills based on new computer technology. This includes proficiency in the Microsoft Office Suites programs.
- Preferred experience with Student Information Systems and Learning Management Systems.
- Ability to operate current, general office machines, computer hardware and software, and college administrative computer system.
- Ability to learn divisional terminology, programs and their requirements.
- The ability to key at a speed of 50 wpm required.
- Customer Service and interpersonal skills as well as oral and written communication skills appropriate to this position are required.
- The ability to organize and maintain program files.
- Ability to maintain confidentiality and understand FERPA.
- The ability to multi-task, problem solve and prioritize tasks is essential.

In accordance with the School Support Personnel Agreement, this position's starting salary is \$34,590.40. A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to careers@northweststate.edu using subject line "Admin Assistant - Advising Center".

For a complete listing of current Career Opportunities, visit www.northweststate.edu & click "about NSCC" then "Work for NSCC."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 4/5/2021 – 4/12/2021



POSITION TITLE: Administrative Assistant – Advising Center & Learner Services Divisions
DEPARTMENT: Learner Services
SUPERVISOR: Director – Advising Center
GRADE LEVEL: Support

Normal Weekly Hours: 40 for 12 months per year. Hours vary between 8:00 am and 6:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Friday. Hours/days will vary due to operational situations.

GENERAL PURPOSE

Provide administrative support for the Advising Center Director, Advising Center and Learner Services. This person will serve as a positive college ambassador to students, staff and the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES TO ADVISING CENTER

1. Provide administrative support for all Title III grant activities, including advising center activities and data collection and grant reporting.
2. Serve as first point of contact for the office. This includes scheduling appointments, assisting students, answering the phone and responding to emails.
3. Assist with divisional activities by coordinating mailings, processing purchase order requisitions, assembling informational packets, and maintaining inventory of forms, publications and office supplies.
4. Record, produce, and distribute committee minutes as assigned.
5. Establish and maintain central files for the division, including forms and correspondence, etc.
6. Other similar duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF LEARNER SERVICES

1. Establish and maintain central files (hard copy & electronic) for Learner Services including forms, handouts, letters and applications.
2. Assist in the guidance, training and scheduling of student workers.
3. Assist with the preparation of division reports.
4. Maintain inventory of supplies and brochures.
5. Assist with Division activities including Orientation.
6. Serve as point of contact for students and provide referrals to appropriate resources.
7. Other similar duties as assigned.

QUALIFICATIONS

Education and Experience:

- Associate degree in office administrative services or related field required.
- Office experience required.

Necessary Knowledge, Skills, and Abilities:

- Excellent computer skills as appropriate for the area as well as having the ability to update skills based on new computer technology. This includes proficiency in the Microsoft Office Suites programs.
- Preferred experience with Student Information Systems and Learning Management Systems.
- Ability to operate current, general office machines, computer hardware and software, and college administrative computer system.
- Ability to learn divisional terminology, programs and their requirements.
- The ability to key at a speed of 50 wpm required.
- Customer Service and interpersonal skills as well as oral and written communication skills appropriate to this position are required.
- The ability to organize and maintain program files.
- Ability to maintain confidentiality and understand FERPA.
- The ability to multi-task, problem solve and prioritize tasks is essential.

SUPERVISION EXERCISED

Day-to-day assignment of tasks to student workers, if applicable.

RESPONSIBILITY FOR PUBLIC CONTACT

Works with potential students, students, external agencies, and faculty.

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.

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 work is performed primarily in an office setting. The noise level in the work environment is low.