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# Southeastern Community College

# **EMPLOYMENT OPPORTUNITY**

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## **Administrative Assistant I – Marketing & Outreach**

### **Part Time**

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys local financial and moral support from a community which expresses great pride in the institution.

#### **Minimum Requirements for the Position**

1. Bachelor's Degree or Associate's Degree and one year of administrative experience.
2. Working knowledge of Microsoft Office programs.
3. Organizational skills with attention to detail and accuracy

#### **Preferred Requirements for the Position**

1. Experience working in a marketing and/or public information setting.

#### **Primary Function of the Position**

The Administrative Assistant provides administrative support to the Director of Marketing and Outreach. In order to fulfill the objectives of this position, the Administrative Assistant supports and enhances internal and external communications initiatives to improve how the college connects with employees, students/parents, prospective students/parents and community members.

#### **Duties and Responsibilities include:**

1. Performs various clerical tasks and other administrative functions.
2. Coordinate and prepare bulk mailings to prospective students.
3. Obtain estimates for various projects.
4. Maintain updated mailing lists for student communications.
5. Work with student services staff and SCC print shop to maintain inventory of materials used for student correspondence.

6. Monitor student relationship management software to ensure effective email communications with the student population.
7. Serve as photographer at campus functions/events.
8. Perform other duties as assigned by the Director of Marketing and Outreach.

**Skills and Abilities:**

1. Superior written and verbal communication skills.
2. Working knowledge of Microsoft Office Suite and database management.
3. Ability to maintain social media accounts such as Facebook and Twitter.
4. Ability to produce photographs using digital SLR camera.

**A completed Southeastern Community College application form, a resume, letter of interest addressing position requirements and educational transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 3:00 pm on Friday, 2/24/17. Applications received after this date may not be considered.**

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer