
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Workforce & Community Development Division

Administrative Assistant III

(Internal Posting)

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 exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Associate degree from a regionally accredited institution
2. Three or more years work experience in an office administrative position
3. Excellent demonstrated knowledge of and experience with Datatel
4. Excellent demonstrated computer skills including MS Office - Word, Excel and/or Access, and PowerPoint
5. Proficient knowledge of office publishing programs
6. Demonstrated ability to design marketing materials – brochures, flyers, course schedules, etc
7. Knowledge of office management techniques and the ability to organize work flow and coordinate activities.
8. Demonstrated ability to complete accurate and efficient reports in a timely manner without close supervision
9. Excellent customer service skills
10. Excellent oral and written communication skills
11. Ability to work well with others in a team environment
12. Detail oriented with excellent follow up skills
13. Handle confidential information and documents with care and discretion
14. Willingness to participate in professional development activities

Preferred Requirements for the Position

1. Experience compiling reports and generating documents relating to FTE reporting and internal audit process(es)
2. Experience with generating Informer reports

Purpose and Function of the Position

Under the supervision of the Vice President of Workforce and Community Development, the Administrative Assistant III provides administrative support to the Vice President and other members of the

Workforce and Community Development Division. In order to accomplish the objectives of the position, the administrative assistant performs the following functions:

1. Serves as an initial point of contact for students, visitors, instructors, and staff, determines the general nature of their needs and directs them to appropriate programs/staff with excellent customer service skills and professionalism.
2. Handles as appropriate internal and external mailing
3. Manages the process of generating the contracts for all Continuing Education classes (the contract is the initial step that builds a file into Datatel for each C.E. class)
4. Monitors enrollment data throughout the semester to make sure errors are kept at a minimum
5. Runs internal audit programs to comply with FTE compliance reviewer's recommendation to help identify potential audit exceptions
6. Compiles the FTE report, generates and submits all C.E. documents relating to FTE reporting which are required by the North Carolina Community College System Office
7. Provides class records and reports for FTE and fiscal auditors/compliance reviewers upon request
8. Enters student registration for Occupational Extension, Community Service and Basic Skills courses into Datatel
9. Verifies timesheets/reports for part-time instructor payroll
10. Manages C.E. Master Course Listing and assists staff in determining appropriate course titles and program codes
11. Inputs new course requests including contacting NCCCS Office to ensure that information is complete and procedures are followed
12. Schedules available rooms in T-Building and HHS-Building for classes, meetings, etc.
13. Assists with implementation of Defensive Driving Program including working with District Attorney's Office and National Safety Council
14. Receipts registration monies and validates receipt rosters in Business Office
15. Prints and reviews Status of Classes Report on a weekly basis to monitor the progress of registration, cancellation of classes, and receipt of grades for classes which have ended
16. Generates completion certifications for all Occupational Extension classes
17. Maintains files for course syllabi and outlines
18. Initiates and inputs requisitions for purchase of supplies and materials
19. Ensures accuracy and completeness of staff and instructor budget requests
20. Prepares and distributes correspondence for the Vice President of Workforce and Community Development
21. Serves on college committees/workgroups
22. Performs other duties as assigned by the Vice President of Workforce and Community Development

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience and labor market. This position is to be filled no later than October 6, 2017.

A completed Southeastern Community College application, a resume, letter of interest addressing the 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 Tuesday, September 19, 2017. 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. Telephone (910) 642-7141, extension 310.

An Equal Employment Opportunity/Affirmative Action Employer