
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Processing Assistant III Registrar's Office 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 exceptional local financial and moral support from a community which expresses great pride in the institution.

Minimum Requirements for the Position

1. Associate degree with two years previous experience in an office environment.
2. The applicant must possess typing, computer, and recordkeeping skills.
3. The applicant must also be able to communicate effectively with the public.

Preferred Requirements for the Position

1. Previous experience in an educational setting desired

Purpose and Function of the Position

1. Maintains curriculum records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.
2. Duties Include:
 - a. Transfer Credit—College Transcript Check-in, Evaluation Forms, Transfer credit to transcripts, and Letter to Students
 - b. Acceptance/Welcome/Retention Letters
 - c. Grade Changes: Rosters, Letters to Students, and Repeat Requests
 - d. Dual Enrollment paperwork process and data entry
 - e. Scanning student record information
3. Provides excellent customer service.
4. Provide clerical support for Vice President of Student Services.
5. Scan and file documents and form related to student records.
6. Assist with the purchasing and the e-procurement process.
7. Provide a confidential atmosphere for student records.

This is a part time regular position of up to 25 hours per week.

(Application Requirements Continued on the Reverse)

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A completed Southeastern Community College application form, a resume, letter of interest 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 March 2, 2018. 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