
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Help Center Aide (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. An associate's degree from a regionally accredited institution (additional educational credentials preferred).
2. Ability to assist students, faculty and staff with navigating college policies, procedures and processes.
3. Excellent interpersonal relations skills
4. Excellent oral and written communication skills
5. Willingness to work variable hours including mornings, afternoons, nights and/or weekends as necessary
6. Ability to use or learn to use technology (i.e. Internet) to provide assistance.
7. Commitment to the community college "open door" philosophy and the comprehensive community college concept
8. Excellent references from previous/current employers.

Primary Function of the Position

Help Center Aides at the college will assist individuals, both on campus and on-line, in finding the appropriate college policies, procedures, processes or resources to meet their educational and work needs. These individuals will also document their work to provide web accessible resources for individuals with similar questions in the future.

A completed Southeastern Community College application (located on the SCC website), 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. Applications will be accepted until position is filled.

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