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# Southeastern Community College

# **EMPLOYMENT OPPORTUNITY**

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## **Processing Assistant**

## **Workforce & Community Development Division**

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 is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

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.

### **Purpose and Function:**

Under the general supervision of the Director of Continuing Education, the Processing Assistant IV provides administrative support to members of the Workforce & Community Development Division. In order to accomplish the objectives of the position, the Processing Assistant IV performs the following functions.

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

1. Associate degree from a regionally accredited institution
2. Two or more years work experience in an office administrative position
3. Excellent demonstrated computer skills including MS Office - Word, Excel and/or Access, and PowerPoint
4. Demonstrated knowledge of office publishing programs
5. Demonstrated ability to design marketing materials – brochures, flyers, course schedules, etc
6. Demonstrated ability to complete accurate and efficient reports in a timely manner without close supervision
7. Excellent oral and written communication skills
8. Excellent customer service skills
9. Ability to work well with others in a team environment
10. Handle confidential information and documents with care and discretion
11. Willingness to participate in professional development activities
12. Commitment to the community college "open door" philosophy and the comprehensive community college concept

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

1. Community College data entry experience using Ellucian Colleague software
2. Demonstrated ability to create promotional materials with InDesign software

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**Essential Duties:**

1. Serves as a 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. Generates contracts for Continuing Education classes
3. Monitors enrollment data throughout the semester to make sure errors are kept at a minimum
4. Assists with compiling the FTE report required by the North Carolina Community College System Office
5. Provides class records and reports for FTE and fiscal auditors/compliance reviewers upon request
6. Enters student registration for occupational extension, community service, and basic skills courses into Ellucian Colleague and/or Small Business Center seminars into Center IC
7. Verifies timesheets/reports for part-time instructor payroll, as appropriate
8. Assists staff in determining appropriate course titles, program codes and workforce continuing education credentials
9. Transcribes written correspondence and course related materials
10. Develops brochures, flyers, schedules, etc. for Workforce & Community Development Division
11. Maintains information on SCC's Workforce Continuing Education webpage
12. Compiles the Fire Certification report which is required by the NCDOI OSFM
13. Assists Small Business Center Director with the annual performance report
14. Assists with scheduling available rooms in T and HHS Buildings for classes, meetings, etc.
15. Assists with implementation of Defensive Driving Program including working with District Attorney's Office and National Safety Council
16. Receipts registration monies and validates receipt rosters
17. Prepares and distributes completion certificates for all SBC seminars and occupational extension classes
18. Reports required licensure renewal hours to state agencies
19. Reviews weekly Status of Classes Report to monitor registration, class cancellations and student grades
20. Initiates requisitions for purchase of supplies and materials
21. Ensures requisitions are coded to the appropriate budget line item
22. Performs other duties as assigned by the Director of Continuing Education and Vice President of Workforce & Community Development Division

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience, labor market and institution salary formula. This position is to be filled by December 3, 2018.

For a required Southeastern Community College application, visit [www.sccnc.edu](http://www.sccnc.edu) or call (910) 642-7141, ext. 310.

**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 Wednesday, October 31, 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