

Administrative Assistant

College Credit Plus

Are you organized, detail-oriented, and passionate about helping students succeed? Join the College Credit Plus team at North Central State College as an Administrative Assistant and play an important role in helping high school students take the next step in their educational journey!

In this position, you'll be a key point of contact for students, parents, school counselors, and College partners. You'll help keep the many moving pieces of the College Credit Plus program organized and on track—from assisting students with enrollment and answering questions to coordinating communications, events, records, and important deadlines.

What You'll Do:

As the Administrative Assistant for College Credit Plus, you'll help create a smooth and welcoming experience for students and families while supporting the day-to-day operations of a growing and important program.

If you enjoy working with people, staying organized, managing multiple priorities, and helping others navigate important processes, this could be the perfect opportunity for you!

Key Responsibilities (include but are not limited to):

Administrative/CCP Support

- Greet students, visitors, parents, and partners; assess needs and provide appropriate information, assistance, or referrals.
- Assist prospective students and parents with general inquiries regarding College Credit Plus (CCP) programs and enrollment processes.
- Collaborate with College offices and secondary school districts to resolve issues efficiently and support a seamless dual-enrollment experience.
- Monitor student records and conduct proactive outreach via phone, email, text, and other communication platforms regarding application completion, required documentation, registration, orientation, and key deadlines.
- Provide information regarding academic program options, admissions requirements, and enrollment processes; connect students with appropriate academic departments and refer complex advising matters to senior CCP staff.
- Monitor recurring operational cycles and deadlines to support the timely completion of admissions, registration, advising, orientation, reporting, and other annual CCP processes.
- Document student, parent, and counselor interactions in CRM and other appropriate systems to ensure accurate records, reporting, follow-up, and continuous process improvement.
- Maintain and update departmental operational procedures, annual timelines, workflow guidelines, and shared Microsoft 365 resources, including SharePoint and OneDrive.
- Coordinate departmental calendars, meetings, appointments, and other scheduling needs.

- Prepare agendas, meeting materials, correspondence, presentations, reports, and other departmental documents as assigned.
- Perform other duties as assigned.

Communications, Data, and Event Coordination

- Maintain departmental office supplies and general inventory, including ordering and tracking materials as needed.
- Manage departmental email communications and assist with routing phone calls and other inquiries to appropriate staff.
- Assist with the planning and coordination of CCP information sessions, orientation programs, advising events, testing days, counselor meetings, and other outreach activities.
- Support outreach and enrollment initiatives through timely and consistent communication with students, parents, school districts, and other partners.
- Track project timelines, monitor assigned activities, and support continuous process improvement efforts.
- Perform other duties as assigned.

What We're Looking For:

- Education: High school diploma or GED required; associate degree preferred.
- Experience: at least one year of responsible work experience providing a broad range of administrative or clerical support. Experience in higher education, K-12 enrollment services, student support, or a similar customer-focused environment is preferred.

Why You'll Love Working Here:

North Central State College is more than just a workplace—it's a community. We offer a supportive environment, opportunities for growth, and a generous benefits package that includes:

- Competitive pay
- Medical/Dental/Vision Insurance with low deductibles and co-insurance
- Employer retirement contributions: 14% (SERS) or 10.15% (ARP)
- College-paid life & long-term disability insurance
- Generous paid time off:
 - 80 vacation hours to start
 - 120 sick hours annually
 - 16 personal hours per year
 - 12 holidays + 2 College-paid days
- Free tuition for employee, spouse, and dependents at NCSC
- Tuition reimbursement for continued education outside the College
- A chance to truly make a difference in students' lives

Review of applications will begin 9/8/26 and continues until the position is filled.

Posting Date: 8/31/26

Ready to Join Us?

Submit your resume and a letter of interest online at:

👉 www.ncstatecollege.edu/jobs