

Position Announcement

Posted: November 8, 2021

**Administrative Assistant
Part-time
Crawford Success Center, Bucyrus, Ohio
(Availability to work Monday – Thursday)**

North Central State College is accepting applications for a part-time Administrative Assistant at the Crawford Success Center located in Bucyrus, Ohio.

Essential duties/responsibilities include but are not limited to the following:

Administrative Support

- Assist with data entry and data retrieval
- Take meeting minutes as required
- Collect/analyzes data for reports
- Create requisitions/department forms as needed
- Set up luncheons/dinners/events
- Hire/oversee student work-study students
- Schedule and attend meetings
- Advise supervisor of any problems or situations needing attention
- Assist with annual reports and budget proposals
- Coordinate activities as assigned
- Oversee and maintain supplies
- Oversee function of equipment in classrooms
- Coordinate activities as assigned
- Other duties as assigned

Clerical Support

- Route incoming mail
- Prepare outgoing mail
- File correspondence and other records for the Center
- Compose, type, proofread, and duplicate routine correspondence, memos, reports, exams, brochures, etc.
- Answer telephone and provide information to callers or route call to appropriate person; place outgoing calls as needed
- Schedule appointments for Manager as needed
- Greet visitors, ascertain nature of business, and direct visitors to appropriate person
- Other duties as assigned

Qualifications:

Education: High School Diploma or GED required; Associate's degree in Office Administration/Business Management preferred

Experience: One-year related experience

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 11/22/21 and until filled.