



Position Announcement

Part-Time Administrative Assistant Ashland Outreach Center Ashland County Community Academy

The part-time Administrative Assistant will provide on-site support for an educational outreach initiative for Ashland city/county housed at Ashland County Community Academy (ACCA) in downtown Ashland. Currently, the position will cover two evenings a week at ACCA during the fall and spring terms.

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

Administrative Support

- Greet visitors at ACCA during evening class sessions, ascertain nature of business, and direct students and visitors to appropriate college resources
- Directly communicate select questions and matters to key Student Service Departments (e.g., Admissions, Student Success and Transition, Tutoring, Financial Aid)
- Assist students with very high-level questions related to instructional technology, and refer to college technology support resources as needed
- Assist with data entry and retrieval in select college portals, such as the Customer Relationship Management system
- Hire/oversee student work study students
- Advise supervisor of any problems or situations needing attention related
- Help coordinate activities as assigned, including communications and joint projects with ACCA
- Oversee and maintain College supplies at the site
- Other duties as assigned

Required Qualifications:

Education: High School Diploma, 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 resume 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 9/26/22 and until filled

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.