

## Part-Time Administrative Assistant Crawford Success Center Bucyrus, Ohio

The part-time Administrative Assistant will provide on-site support for the Crawford Success Center located in Bucyrus, Ohio.

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

### Administrative & Student Support

- Greet visitors, ascertain nature of business, and direct visitors to appropriate person
- Directly communicate select questions and matters to key Student Service Departments (e.g., Admissions, Student Success and Transition, Tutoring, Financial Aid)
- Develop relationships with prospects and students and provide support as needed
- Collect/analyzes data for reports
- Create requisitions/department forms as needed
- Set up luncheons/dinners/events
- Schedule and attends meetings, taking meeting minutes as needed
- Oversee and maintain supplies
- Other duties as assigned

### Admissions & Recruiting Support

- Respond to admission inquiries in the Crawford County radius by phone and email
- Assist with data entry and retrieval in Customer Relationship Management system
- Assist recruiting efforts as assigned
- Other duties as assigned

### Special Event Support

- Assist in annual philanthropy event and member of event committee
- Attend meetings and records notes
- 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](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send to

**NORTH CENTRAL STATE COLLEGE**

Attention: Human Resources

2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 10/3/22 and until filled