

Office Assistant, Business/Industry/Technology Division Kehoe Center, Shelby, Ohio

North Central State College is accepting resumes for a full-time Office Assistant in Business/Industry/Technology Division at the Kehoe Center in Shelby.

Essential Duties (not all inclusive):

Clerical Support

- Route incoming mail
- Prepare outgoing mail
- File correspondence and other records for the division
- 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 and places outgoing calls as needed
- Schedule appointments for faculty, Assistant Dean, and Dean as needed
- Other duties as assigned

Administrative Support

- Assist with student appraisals of faculty effectiveness forms and maintain confidentiality of same
- Enter division's schedules in Ellucian
- Review any changes to fees with Cashier each semester
- Schedule all faculty observations and maintains records of observations completed/needed

- Maintain CCP credentialing records and prepare related correspondence
- Call students related to schedule changes, class cancellations, and location changes
- Prepare reports/spreadsheets as needed for Assistant Dean and Dean
- Schedule room reservations at the Kehoe Center
- Prepare and submit load reports
- Assist with maintenance/revision of division syllabi, division worksheets, agency agreement information, miscellaneous marketing materials, quarterly newsletter, etc.
- Assist division page master as necessary
- Communicate with faculty about needed copies of semester syllabi and grades and files and follow-up with reminders on grade submittals
- Take meeting minutes
- Other duties as assigned

Qualifications:

Education: High School Diploma

Experience: One year related experience preferred

**Review of Resumes to begin 4/30/24
and until filled
(Posted 4/16/24)**

North Central State College is a great place to work. We offer:

Competitive pay
Medical/Dental/Vision Insurance with low deductibles and low co-insurance
Contribution towards retirement: 14% for SERS participants; 10.15% for Alternative Retirement Plan participants
College paid life insurance
College paid long-term disability insurance
Minimum of 2 weeks' vacation to start (can accrue up to 4 weeks)
16 hours of personal time/year
120 hours of sick time/year
12 holidays plus 2 College paid days/year
Free tuition at the College for employee, spouse, and dependents
Tuition reimbursement outside the College for employees
And more!



North Central State College

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

www.ncstatecollege.edu/jobs

or send to:

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