



Position Announcement

Posted: 8/8/22

PART-TIME OFFICE ASSISTANT

Liberal Arts Division

North Central State College is accepting resumes for a part-time **Office Assistant** in the Liberal Arts division.

Essential duties/responsibilities include but are not limited to:

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 and Dean as needed
- Greet visitors, ascertain nature of business, and direct visitors to appropriate person
- Other duties as assigned

Administrative Support

- Assist with student appraisals of faculty effectiveness forms and maintain confidentiality of same
- Assist with maintenance/revision of division syllabi, division worksheets, agency agreement information, miscellaneous marketing materials, newsletter, etc.
- Assist Division page master as necessary
- Assist with data entry and retrieval in Encore
- Take meeting minutes as required
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- High School Diploma required; Associate's degree in Office Administration, Business Management or related preferred

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 8/22/22 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.