



# Position Announcement

Posted: 12/18/2020

## **PART-TIME OFFICE ASSISTANT (2)**

Liberal Arts – Main Campus  
Business/Industry/Technology – Kehoe Center, Shelby

North Central State College is accepting resumes for a part-time **Office Assistant** in the Liberal Arts division and the Business/Industry/Technology 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, Assistant Dean 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

You may apply online at: [www.ncstatecollege.edu](http://www.ncstatecollege.edu), Click on *Jobs* then [jobs@ncstatecollege.edu](mailto:jobs@ncstatecollege.edu)

or send resume to

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

Resumes will be reviewed beginning 1/4/21 and until filled.