

Part-Time Office Assistant Health Sciences Division

Monday - Thursday, 8 AM – 3:45 PM
(some flexibility available e.g. 8:30 AM – 4:15 PM)

The part-time Office Assistant provides clerical and administrative support to the Health Sciences division, working in collaboration with the full-time Administrative Assistant and division leadership. This role assists with day-to-day operations, helping to ensure tasks are completed accurately and efficiently in support of faculty and students.

What You'll Do: Key Responsibilities (including but 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
- 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 in Health Sciences

- 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, grades, files and follow-up with reminders on grade submittals
- Take meeting minutes
- Other duties as assigned

What We're Looking For:

Minimum Education:

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

Experience:

- At least one year of related office or administrative support experience preferred

Why You'll Love Working Here:

We believe our employees are our greatest asset. That's why we offer:

- State retirement system/School Employees Retirement System
- Earned time off

Application Review Begins: April 22, 2026

Position open until filled
(Posted April 8, 2026)

Ready to Join Us?

Submit your resume and cover letter at:

👉 www.ncstatecollege.edu/jobs

Or send to:

North Central State College

Attn: Human Resources
2441 Kenwood Circle
Mansfield, OH 4490