

Senior Administrative Assistant Workforce Development & Business/Industry/Technology Division Kehoe Center, Shelby, Ohio

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

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

Administrative Support for Division Dean, Assistant Dean and Faculty

- Coordinate tasks, assignments and scheduling for Office Assistant ensuring coverage for divisional support
- Coordinate division meeting minutes
- Coordinate and process typing/printing/duplicating requests
- Proctor exams and assignments as needed
- Create/distribute Agency Agreements
- Advise, monitor and meet deadlines
- Assist with collecting/analyze data for reports
- Create requisitions/department forms as needed
- Coordinate luncheons/dinners/events
- Coordinate student evaluations of faculty performance
- Coordinate division worksheets, syllabi, semester schedules and agency agreements
- Coordinate division textbook entry into ERP
- Coordinate student appraisal of effectiveness
- Assist with division budget including creation of purchase requisitions, monitoring of fund balances, etc.
- Assist with OBR worksheets, grad audits, catalog updates
- Maintain Credit by Exam, Lab Fee, Course Coordinator, and Course Inventory lists
- Recruit, recommend for hire, train, and supervise work study and part time student workers
- Maintain inventory of supplies
- Coordinate with IT Department the maintenance of all office/smart carts/overhead projectors and verify completion
- Coordinate load sheet data into ERP
- Process class cancellation/substitute instructor paperwork
- Oversee notification of students of class cancellations per direction of Dean/Assistant Dean
- Assist with creating and maintaining comprehensive course files containing sample tests, exercises, activities, suggestions, etc. for use by new full-time and adjunct faculty, if applicable
- Support other office staff as directed
- Coordinate textbook, media, supply and equipment orders and procurement
- Support adjunct faculty throughout semester as needed
- Assist Assistant Dean with the following: coordinate and distribute all departmental advisory committee minutes; load sheets
- Assist Faculty with the following: input Faculty schedules into their electronic calendar each term; assist with new adjunct orientation; create phone and clinical site lists each term; post room changes; event and exception entry; communicate messages through memos, e-mail and phone calls; order business cards/keys/place work orders; create/route order requisitions, travel requests, supplies, inventory, cataloging, etc.; post class cancellation signs/contact students; and assist with publisher interactions
- Assist Program Directors with the following: Certificates; admission packets; Agency lists; special orientations; and other events
- Assist Adjunct Faculty with the following: orientation, coordinate instructional pursuits, E-mail/keys/rosters/evaluations/communication with other College departments; 5th day rosters/deficiencies/grade entry; 1st day handouts; and assists with publisher interactions
- Other duties as assigned

Clerical Support for Division Dean, Chairs, Directors and Faculty

- File maintenance
- Distribute term reports
- Schedule appointments
- Screen phone calls/visitors
- Sort/distribute mail

Other duties as assigned

Required Qualifications:

Education: Associate degree preferably in Office Administration/Business Management.

Experience: Three years responsible work experience performing a wide range of administrative and clerical support using modern computer software.

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

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 7/25/22 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.