

Part-Time Office Assistant
Workforce Development & Business/Industry/Technology Division
Kehoe Center; Shelby, Ohio
Monday – Thursday, 7:30 AM – 3:30 PM

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

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

Workforce Development Support

- Create service agreements and invoicing memos as requested by Director
- Maintain schedule for workforce adjuncts
- Coordinate and manage documentation and billing for noncredit training
- Coordinate and manage scheduling with companies for training
- Assist with coordination and promotion of OTDN testing and assessment
- Provide administrative support for apprenticeship programs
- Data entry and retrieval in Encore
- Other duties as assigned

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, semester newsletter, etc.
- Assist Division page master as necessary
- Assist with data entry and retrieval in Encore including data entry of load sheets
- Input semester schedules
- Take meeting minutes as required
- Other duties as assigned

Required Qualifications:

Education: High School Diploma, Associate's degree in Office Administration/Business Management preferred

Experience: One-year related experience

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 1/23/23 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.