

POSITION INFORMATION

Position Title	Administrative Assistant for the Office of Healthcare Education
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Non-Exempt
Number of Months	12
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, December 10, 2018

FOR ADDITIONAL INFORMATION

Contact	Dr. Sheryl Allen
Contact Title	Dean of Healthcare Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6294
Email	sallen@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- Minimum of an Associate's degree.
- Must have knowledge of and be proficient in Microsoft Word, Power Point, Outlook, and Excel.
- Must present a professional appearance and positive attitude while interacting with the public, employees, and students.
- Must have excellent verbal and written skills.
- Must have organizational skills in all areas of responsibilities.
- Must have the ability to handle multiple projects efficiently.
- Must possess time management skills through planning and allocation of time.

Preferred Qualifications

- Administrative assistant experience.
- Efficient with other software programs is a plus.

General Statement of the Function

To serve as the administrative assistant in the Office of Healthcare Education.

Duties and Responsibilities

1. Contribute and participate in team work.
2. Complete travel requests for the dean and maintain faculty travel requests files. Submit travel requests for healthcare division, as needed.
3. Book conference calls, rooms, labs, and healthcare program events. Submit and collect invitations for events, as requested.
4. Organize events, rooms, and guests, as requested.
5. Arrange for special housekeeping and/or parking needs.
6. Coordinate office procedures.
7. Collect and distribute college mail.
8. Complete and maintain efficient filing, typing, copying, faxing, and scanning of office needs.
9. Demonstrate ability to transcribe accurate meeting minutes.
10. Maintain current faculty and staff work and leave schedules.
11. Prepare and monitor purchase order requisitions, invoices, supply receipts, and payments.
12. Ensure operation of equipment through preventive maintenance and submitting work orders for repairs.
13. Maintain division inventory.
14. Oversee and supervise student workers.
15. Book appointments for the dean and maintain an accurate schedule.
16. Demonstrate attention to details, including grammar, typographical errors, document completion, files, and other areas of responsibility.
17. Maintain accurate records of contractual agreements and update agreements as needed.
18. Process student healthcare applications for healthcare education programs; notify applicants, and maintain accurate, complete records both in paper and electronically.
19. Maintain accurate, up-to-date, and complete faculty and student records.
20. Compile, distribute, and collect program evaluations.

- 21. Perform other duties as assigned.
- 22. Update handbooks, course learning guides, college catalog, and other documents related to programs.
- 23. Demonstrate good stewardship of college funding.

APPLICATION DETAILS

Application Deadline	Wednesday, November 14, 2018	
Internal Applications	Thursday, October 25, 2018	- Wednesday, October 31, 2018
External Applications	Thursday, November 1, 2018	- Wednesday, November 14, 2018
Interviews Completed By	Wednesday, November 28, 2018	
Successful Candidate Notified By	Friday, November 30, 2018	

WHERE TO APPLY

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129
 Decatur, MS 39327
 jrowzee@eccc.edu

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at www.eccc.edu/employment).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.
5. Three (3) letters of reference for this specific position signed by the reference.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, thouston@eccc.edu. Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, rlee@eccc.edu.

*E-Verfiy