



MESALANDS COMMUNITY COLLEGE

Position Announcement

POSITION:	Administrative Assistant to Vice President of Academics and Vice President of Student Affairs
FULL-TIME/PART-TIME	Full Time
FLSA EXEMPT POSITION:	Yes
POSTED:	08/24/23
START DATE:	Negotiable
LOCATION:	On campus
SUPERVISOR:	VPAA & VPSA

Summary:

Mesalands Community College is seeking a full-time Administrative Assistant to Academic Affairs (VPAA) and Student Affairs (VPAA). Assisting Vice President (s) with the following, but not limited to:

data entry, correspondence, answer phones, filing, creating purchase orders, schedule entry, assisting with budgets, entering curriculum changes and submitting to state, creating adjunct contracts for part time faculty, assist with catalog changes, assist program chairpersons, faculty, administrative assistants and students when needed, assist with Mesalands Community College registration, prepare VPAA's list, work closely with workforce programs, assist Vice President(s) meetings and minutes.

Duties:

1. Primary assistant to the Vice President of Academic Affairs and Student Affairs ; although position may assist /program Chairs/faculty as needed, and other academic and student support areas.
2. Assist Vice President of Academics with program course scheduling.
3. Assist Vice President (s) with division budgets.
4. Assist Vice President (s) with division needs.
5. Transcribes notes on computer or from voice recordings.
6. Enters Travel and Purchase Requisitions into Mesalands system.
7. Enters program faculty information/syllabi into website on a semester basis.
8. Collects various program information within department.
9. Cross Train for Registration, Advising, and Degree Audits.
10. Support Student Affairs in activities and planning as needed.
11. Composes and electronically enters routine correspondence.
12. Organizes and maintains file system, files correspondence, and other records.
13. Answers and screens VPAA and VPSA's telephone calls, and arranges conference calls.
14. Coordinates VPAA and VPSA's schedules and makes appointments.
15. Greets scheduled visitors and conducts to appropriate area or person.

16. Arranges and coordinates travel schedules and reservations.
17. Compiles and types statistical reports.
18. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings when needed.
19. Makes copies of correspondence or other printed materials.
20. Prepares outgoing mail and correspondence, including e-mails and faxes.
21. Prepare, process and track purchase requisitions maintain files for receipt and distribution of ordered items
22. Order and maintain supplies, equipment and other items and arrange for equipment maintenance
23. Remain a professional representative of Mesalands Community College internally and externally of office position.
24. Additional duties as assigned by college president and/or administration.

Qualifications:

Minimum Qualifications: The successful candidate must meet the following criteria:

- Associate's degree or equivalent from two-year college or technical school preferred, but not required; or six months to one year related experience and/or training; or appropriate combination of education and experience. Proficiency with Microsoft Word and Excel required. Strong familiarity with other Microsoft Office applications is preferred.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Proficiency with Microsoft Word and Excel required
- Ability to read and comprehend simple instructions, short correspondence, and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to students, faculty, and other employees of the college
- MATHEMATICAL SKILLS
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
- Ability to deal with problems involving a few concrete variables in standardized situations
- PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision
- Ability to prioritize.
- Capable of making decisions under stressful conditions.
- Ability to work well under pressure and meet multiple deadlines.

- The successful candidate must possess professionalism and exemplary communication and presentation skills.
- The successful candidate must, not only understand, but fully embrace the comprehensive community college mission and must have experience with a diverse population of employees including under-represented demographics.
- The successful candidate must contribute to the positive spirit of MCC through an engaging, fun, and welcoming demeanor with students, colleagues, staff, and the community

Preferred Qualifications:

- Bachelor degree or equivalent from a four-year institution preferred, but not required; or 5 years related experience and/or training; or appropriate combination of education and experience.
- Ability to maintain confidentiality with sensitive information.
- Integrity, enthusiasm, flexibility, and strong work ethic.
- Strong skills in communication, writing, and organizing.
- Preference to candidates who are fluently bilingual in English and Spanish.
- Reliable, dependable, and ability to work well with a diverse group of individuals.
- Professional and courteous demeanor with all employees, partners, and donors.
- Ability to work well under pressure and meet multiple deadlines.

Language skills:

Strong verbal, written, and interpersonal skills a must. Ability to read and interpret texts related to the discipline; documents such as safety rules, operating and maintenance instructions; and procedure manuals. Ability to write required reports and correspondence, and memos. Ability to effectively present information to individuals and groups of students and others from within Mesalands Community College and out in the community.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Technology skills: Computer Competency; Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, and Internet.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds, depending on the discipline area.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Closing Date:

The position is open until filled

To Apply:

Applicants must submit: 1) a cover letter; 2) a resume; 3) a completed Mesalands Community College Employment Application; 4) unofficial copies of college transcripts. References and former employers will be contacted. Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed. Use the following link to complete the Mesalands employment application.

Mailed or fax applications will not be accepted. Use the following link to complete the Mesalands Community College Employment Application.

<https://www.mesalands.edu/faculty-and-staff/employment/>

Non-Discrimination Statement:

Mesalands Community College (MCC) is committed to creating and sustaining a community that celebrates individual differences and diversity. We are dedicated to improving access to equal opportunities to all persons. MCC is dedicated to eliminating discrimination and prohibits discrimination against any person based upon their race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, pregnancy, childbirth, condition related to pregnancy or childbirth, physical or mental disability, serious medical condition, or veteran status in violation of the law, in its educational programs, activities or employment