

Business Services Representative

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
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“Guilford Technical Community College is a Learning Centered College. Learning Centered Colleges focus their decisions, processes, and resources toward enhancing student learning first. Please join our team at GTCC as we transform our future.”

Posting Date: October 30, 2009

Location: May be assigned to any GTCC campus as need dictates.

Appointment Period: Contracts for regular positions are renewable each June 30th after successful completion of probationary period.

Contact Information: Human Resources

Summary:

The person in this position provides business office support to the faculty, staff and students at remote campus locations. Responsibilities include providing cashier services, processing purchase requisitions, providing information relative to procurement and bid processes, and processing travel requests. He/she provides training and guidance to college personnel on remote campuses relative to business office procedures. He/she completes special projects and miscellaneous duties as assigned.

Qualifications:

Associate degree in Business or related field.

Minimum of five years general office experience which must include a combination of administration duties and applicable cashier and accounting experience.

Proficient use of Datatel, various network applications – Excel, Word, Email, Windows based programs, and communications software.

Proficient use of 10-key calculator and other standard office equipment.

Must be resourceful, self-motivated and able to work with limited on-site supervision.

Possess strong communication, organizational and interpersonal skills.

Acceptable credit and background check required.

Must maintain valid driver’s license with an acceptable driving record.

Ability to work flexible schedules, especially during fiscal year-end and peak registration periods.

Travel to remote campuses as needed. Adheres to time and attendance policies.

Application Deadline: Open until filled.

How to Apply: A GTCC application must be submitted in order to be considered. Resumes will not be accepted in lieu of completing an application form. When applying for a position that requires a degree, copies of unofficial transcripts must be attached to a completed application. *If your education credentials are from a country outside of the United States & if you are extended an offer of employment you will be required to submit a translation/evaluation of your transcript. Application for Evaluation is available at International Education Evaluations, Inc.

ALL EMPLOYEES PAID BY DIRECT DEPOSIT ONLY!

As an Equal Opportunity Employer, GTCC is strongly committed to diversity & welcomes applications from all qualified candidates, particularly minorities and faculty under-represented in higher education. EOE