

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.”

Information Assistant 3 positions

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 Information Assistant performs a variety of technical services for students, faculty, staff and members of the public, by meeting, greeting and assisting all who contact the Enrollment Services Center or Call Center. The employee provides admissions, records, financial aid and registration assistance; gives campus directions and general college information. This employee also handles or assists in handling data entry of applications, mailings, providing forms to be completed, collecting/routing forms when completed and researching computer data bases to provide information or updating data. Serves as an intricate part of the college's front door team and must have the ability to serve the public with a positive attitude. Departmental work hours are from 8am to 9pm, Monday through Thursday and 8am to 5pm on Friday, and requires a flexible work schedule. Registration, graduation, and other heavy work periods will require additional hours. Evening and weekend work may be required.

Qualifications: A high school diploma or GED equivalency is the minimum educational requirement; a two-year associate degree in secretarial science, office technology or a related field is preferred.

One year of previous clerical experience is required; two or more years of experience is preferred.

This position has continual contact with the public; it requires excellent customer services skills in sometimes challenging situations.

Experience in the use of a personal computer; familiarity with computerized switchboard is preferred.

Strong organizational and time management skills and require minimal supervision.

Fluency in English needed with an ability to communicate in Spanish desired.

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