

Admin Assistant/Health Sciences (Part-time, temporary)

POSITION VACANCY

HUMAN RESOURCES
DEPARTMENT
PO BOX 309
JAMESTOWN, NC 27282

(336) 454-1126
(336) 334-4822

FAX: (336) 819-2017
www.gtcc.edu

“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 16, 2009

Location: Assigned to Health Sciences Division, Nursing Department

Appointment Period: One Year

Contact Information: Human Resources

Summary:

The person in this part-time temporary position will serve as the Administrative Assistant for the Health Sciences Division, Nursing Department. This person will also work effectively with other Administrative Assistants in the division. S/he will be responsible for serving the curricular needs of nursing in areas such as preparing payroll sheets, contracts, service agreements, word processing and excel documents, purchase orders, filing, various receptionist duties, etc. This person will work 20 hours a week.

Qualifications:

- Associate Degree in Office, Medical Office, or Secretarial Science is preferred.
- High school diploma or GED is required.
- Office work experience is preferred.
- Word-processes with speed and accuracy; maintains computer literacy including proficiency in Microsoft Word and Excel or Access.
- Has strong communication skills and is able to solve problems.
- Has the ability to work independently with limited supervision.
- Manages deadlines and prioritizes work.
- Maintains an effective filing system.
- Has the ability to work effectively with students, faculty, staff, and the general public.

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.

NEW FULL-TIME 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