



NOTICE OF VACANCY

Administrative Assistant

REPORTS TO: Executive Director of Facilities Management

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Administrative Assistant will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Administrative Assistant is responsible for providing administrative assistance and office services and must be highly organized, have computer skills, have a working knowledge of Banner 9, as well as Microsoft Word and Excel, have excellent interpersonal skills, must adhere to deadlines and have the ability to multitask. This job will also require a variety of standard to multi-step complex administrative and clerical tasks, which include duties from greeting and receiving visitors and monitoring inventory.

More specifically, the Administrative Assistant is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Acting in a liaison capacity between Facilities Management and other Administrative Offices as well as the public, faculty, staff, students, and diverse groups
- Answering and directing calls for the department.
- Assisting in the supervision of student workers.
- Assisting with a variety of administrative and office tasks.
- Assisting with special projects that may require working hours outside of regular office hours.
- Disseminate maintenance and repair orders/Track-it-Orders for the Technicians
- Handling inquiries concerning Facilities Management Department.
- Keeping informed of institutional policies, rules, and regulations.
- Maintain organizational files, records, inventory, and supplies.
- Maintaining email account maintenance (checking and answering emails) for self and the department.
- Maintaining organized files, records, and inventory both electronically and physically.
- Performing data entry, word processing, database, and spreadsheet tasks as requested
- Pick-up and distribute mail for the department
- Prepare and maintain purchase requisitions and invoices
- Purchasing materials, supplies and equipment as needed.
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- Must hold the minimum of an Associate's degree from an accredited college or university.

DESIRABLE QUALIFICATIONS

- Preference will be given to applicants with a Bachelor's degree or higher an accredited college or university.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to collaborate and communicate effectively with other professionals in a team setting
- Ability to effectively meet project deadlines
- Ability to interact positively and effectively with faculty/staff, administrators, donors, alumni, and students.
- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Ability to operate a computer and the skills to learn and utilize software and other technology in instruction
- Ability to work evenings and weekends as the scope of the job may frequently require travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops.
- Ability to work well in a fast-paced setting
- Ability to work well under pressure
- Excellent written and verbal communication skills.
- Skilled in Microsoft Office including Word, Excel, Access, PowerPoint and Outlook
- Skills and abilities in organization, time management, and record keeping

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Non-Exempt, Clerical and Support Staff (CS) position.

SALARY

\$28,000.00-\$40,000.00

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– September 18, 2025 at 5:00 p.m.