



NOTICE OF VACANCY

Administrative Assistant to the Vice President of Instruction

REPORTS TO: Vice President of Instruction

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 to the Vice President of Instruction 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 to the Vice-President of Instruction 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 to data roll-over tasks at the end of each semester and new course/instructor entry in Banner as well as keeping a high level of confidentiality.

More specifically, the Administrative Assistant to the Vice President of Instruction is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Acting in a liaison capacity between the Office of Instruction and other Administrative Offices as well as the public, faculty, staff, students, and diverse groups
- Administrative support for the Business, Fine Arts, and Health, Physical Education Recreation departments within the College of Academics
- Answer phone and screen visitors
- Assist with scheduling on college-wide "Orientation Days"
- Assisting with a variety of administrative and office tasks for the Office Instruction
- Assisting with special projects that may require working hours outside of regular office hours
- Attending and recording the meetings of the Instructional Department Chairs and Directors, Orientation Committee, Calendar Committee, and Curriculum Committee
- Coordinate payroll for adjunct instructors and course overload pay for full-time instructors for all terms and for all Colleges: Academic, CTE, and HS
- Coordinating the class schedule for all terms for all areas including working with BANNER users to ensure accuracy of the schedule.
- Enroll students in activity courses (Band, Ambassadors, Piano, Yearbook, Fine Arts, Choral, Baseball, Softball, Dance Team, Cheerleaders, Football, Men's Basketball, Women's Basketball, Public Relations, Voice, Guitar)

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Enter and maintain college internal facility reservation form and special events calendar
- Enter Inclusive Access fees for all courses within College of Academics, College of Career & Technical Education, and College of Health Sciences
- Evaluate, update, and generate degree evaluation plans in Banner for the College of Academics
- Keeping informed of institutional policies, rules, and regulations
- Key, proofread, and maintain college catalog/student handbook
- Maintain and enter college calendar on website
- Maintain class schedule for website
- Maintain organizational files, records, inventory, and supplies.
- Performing data entry, word processing, database, and spreadsheet tasks as requested
- Performing the duties of Office Manager for the Office of Instruction
- Prepare and maintain purchase requisitions and invoices
- Provide support with data-based reports using Argos
- Reporting to the Vice President of Instruction and performing other duties as assigned by the Vice President of Instruction.
- Roll Banner class schedule from term to term for all within College of Academics, College of Career & Technical Education, and College of Health Sciences
- The sole data entry person for entering/processing holiday interim forms
- The sole date entry person for entering/processing incompletes for all terms
- Update course schedules for the Business, Fine Arts, and Health, Physical Education Recreation departments
- Using computer and software knowledge and skills and using the BANNER system in order to run reports and maintain records.
- Perform other duties assigned.

MANDATORY QUALIFICATIONS

- Must hold the minimum of an Associate's degree from a regionally accredited institution of higher learning.
- Must have experience with working with computer and software knowledge of performing data entry, word processing, database, and spreadsheet tasks; and have skills in the use of the BANNER system for maintaining reports, records, and entry of schedules.
- Must appreciate the concept of the community college.

DESIRABLE QUALIFICATIONS

- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Excellent phone and in-person communication skills
- Self-Starter, well-organized, time management, and multitasking abilities
- Working knowledge of computer applications (Argos, Microsoft Office, Banner, etc.)
- Written and interpersonal communication skills

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KNOWLEDGE AND SKILLS REQUIRED

- Ability to interact positively and effectively with faculty/staff, administrators, donors, alumni, and students.
- Excellent written and verbal communication skills.
- 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 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
- 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.

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.

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.

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TERMS OF EMPLOYMENT

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

SALARY

The salary will commensurate with education and experience.

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– January 28, 2025 at 5:00 p.m.