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# NORTH SHORE COMMUNITY COLLEGE

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July 23, 2008

**POSITION POSTING**

**FY'09-05**

**POSITION OPENING: Administrative Assistant I, Sciences & Mathematics Division**

Grade 15, AFSCME Unit Position, Danvers Campus

Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m. (37.5 hours/week)

**GENERAL STATEMENT OF DUTIES:**

Provide administrative and secretarial support to the Dean of the Sciences and Mathematics Division and divisional faculty. Assist the Dean in working with full-time and part-time faculty and supporting all programs within the Division. Act as a divisional office liaison, working collaboratively with personnel from other offices within the College. This position requires a demonstrated ability to understand contractual procedures pertaining to collective bargaining agreements. Successful candidates must be detailed oriented, have a high level of productivity, and possess strong interpersonal skills.

**SPECIFIC DUTIES:**

- Takes notes and drafts material needed for internal and external communication such as correspondence, reports, forms, email, etc. (including that of a confidential nature).
- Develops and maintains various tracking systems needed for divisional operations, including those associated with the collective bargaining evaluation cycle for full-time and part-time faculty.
- Assists with hiring of adjunct faculty by reviewing/prioritizing/maintaining resumes, scheduling interviews/orientations and processing all required employment paperwork.
- Enters/retrieves/modifies data in the BANNER record systems related to faculty employment, course assignments, class lists, and student records.
- Assists with developing and managing the master schedule (courses, faculty) for all programs in division, including the tracking of any/all changes made during the process.
- Assists the Dean with routine and special projects (e.g. drafting/editing/proofing brochures, newspaper ads, flyers, course descriptions, program narratives, and programs of study; data and information collection to assist with divisional initiatives).
- Assists the Dean/faculty with outreach efforts pertaining to marketing/promoting/advertising of divisional courses/programs and with various recruitment/retention strategies.
- Coordinates the scheduling and preparation of all materials needed for meetings (e.g. division meetings, advisory board meetings, committee meetings). Takes/transcribes minutes as needed.
- Responsible for updating and maintaining files of Curriculum Committee changes for all programs/courses pertaining to the Sciences and Mathematics Division.
- Collects, opens, and routes incoming mail and correspondence to the Dean of Sciences and Mathematics and/or appropriate individuals.
- Receives telephone calls, greets visitors, and provides information and/or refers inquiries to an appropriate person/office.
- Develops and maintains divisional files, records, and databases.
- Maintains appropriate confidentiality of materials and communications.
- Performs other related duties consistent with the full position description.

**QUALIFICATIONS:**

1. A post-secondary degree is preferred, and 3-5 years of full-time work experience or equivalent in an office environment.

2. Must be able to demonstrate strong keyboarding, word processing and database skills with proficiency in Microsoft Word and familiarity with Microsoft Access and Excel.
3. Must be able to take notes and compose/transcribe documents such as letters, memoranda, reports, correspondence and emails.
4. Must possess excellent organizational and interpersonal skills and be able to interact with faculty, staff, students and the public in a multicultural environment.
5. Must have ability to prioritize multiple projects and work independently with minimal supervision in a multi-task environment.
6. Must have strong proofreading, editing, and spelling, grammar, word meaning and usage skills.

**SALARY:** \$646.89 per week (\$33,638.28 per year.) An appointment made from outside the bargaining unit (AFSCME) must start at step #1 of the range.

**STARTING DATE:** On or about September 8, 2008.

**APPLICATIONS:** Submit resume and cover letter to Patricia DePamphilis, Human Resources, North Shore Community College, PO Box 3340, One Ferncroft Road, Danvers, MA 01923. Fax: (978) 762-4038; e-mail to: [jobs@northshore.edu](mailto:jobs@northshore.edu) Application review will begin on August 11, 2008 and continue until position has been filled.

**CIRCULATION:** NSCC, Massachusetts community colleges, minority recruitment sources, DET, and local newspapers.

**GENERAL INFORMATION:**

North Shore Community College is an equal opportunity and affirmative action employer. Minorities and women are particularly encouraged to apply for these positions and to so identify themselves. Reasonable accommodation is available to otherwise qualified disabled individuals. Employment will depend on meeting the requirements set by the Immigration Reform Act of 1086. All inquiries concerning application of the above should be addressed to the College's Affirmative Action/Section 504 Coordinator.

*Nancy M. Alberto*  
Dean, Sciences & Mathematics

*Paul Frydrych*  
Vice-President of Academic Affairs