



## NOTICE OF VACANCY

### Administrative Assistant

**REPORTS TO:** Division Chairs

**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 Business, Fine Arts, HPR, & Math & Science Departments 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.

The Administrative Support for the Business, Fine Arts, HPR, & Math & Science Departments is a position that assists the chairpersons of the Business, Fine Arts, HPR, & Math & Science Departments on a regular basis. Administrative support to the Business, Fine Arts, HPR, & Math & Science Departments must be highly organized, have computer skills, have a working knowledge of Banner 8 and 9, as well as Microsoft word and excel, have good 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.

More specifically, the Administrative Assistant Business, Fine Arts, HPR, & Math & Science Departments is responsible but not limited to the following:

### DUTIES AND RESPONSIBILITIES

- Assist with new faculty orientation for assigned departments at all campuses and online
- Assist with any overrides needed and at the end of semester, manually take out students who cannot be enrolled in the second course when they have not passed the first course needed
- Compile and submit textbook requisitions for all courses in assigned departments at all campuses and online
- Correspond regularly with all faculty [full time and adjunct] in assigned departments regarding deadlines, announcements, and other information as directed by chairpersons
- Input all courses for assigned departments into Banner system; make any necessary changes in course listings as directed by department chairpersons
- Maintain copy room, monitor daily status and stocking of copier and scantron machines, submit any necessary work/repair orders
- Maintain glass cabinet in the foyer of Harper with updated instructor/staff and office location information

*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](mailto:EEOC@msdelta.edu).*

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Make certain catalog descriptions match descriptions in the uniform course numbering system, as well as, course syllabi
- Order office and classroom supplies for all faculty [part-time and adjunct] in assigned departments at all campuses
- Pick-up and distribute mail for assigned departments
- Prepare course schedule for assigned departments each semester, as well as, new course and enter in Banner
- Proctor classroom tests or assignments for absent faculty on main campus
- Responsible for textbook requisitions
- Receive and process payroll and other required forms for all adjunct faculty [including dual enrollment]
- Receive and direct visitors entering Harper (Math & Science) building
- Record and monitor all inventory for items under the two stairwells, front foyer, and in the rooms that are not assigned to an instructor for the Math & Science Department in the Harper building
- Serve as designated safety coordinator for Harper building
- Submit all maintenance and repair orders/Track-its for the assigned departments
- Submit all Track-it orders for computer or phone issues for offices and classrooms of assigned departments at all campuses
- Take minutes, prepare handouts, and collect sign-in sheet for all department meetings
- Track and record invoices and purchase orders for assigned departments
- Update all department syllabi
- Update excel worksheets for the department budgets
- Perform other part time duties as assigned.

## **MANDATORY QUALIFICATIONS**

- Must hold the minimum of an Associate's degree from an accredited college or university.
- Must have computer literacy in basic Microsoft applications
- Must appreciate the concept of the community college.
- Must be able to adhere to deadlines and be highly organized and flexible.

## **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 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

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## **KNOWLEDGE AND SKILLS REQUIRED (cont.)**

- 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.

## **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**

The salary will commensurate with education and experience.

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## 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](mailto:humanresources@msdelta.edu) or via postal mail to:

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

### DEADLINE

**Internal/External– April 24, 2025 at 5:00 p.m.**