



NOTICE OF VACANCY

Administrative Assistant/New-Hire Intake Clerk

REPORTS TO: Director of Human Resources

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/New-Hire Intake Clerk will be an equity-minded individual committed to successful employee relations by collaborating with the Office of Human Resources personnel to fulfill institution's mission.

The Administrative Assistant/ New- Hire Intake Clerk the duties of this position include performance of difficult and responsible tasks. Incumbents in this classification are responsible for the preparation of documents or serving as high –level clerical assistant to the supervisor. Duties inherent in the job are extremely private and must be handled with uttermost confidentiality.

The Administrative Assistant/New-Hire Intake Clerk is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assist with communicating human resources programs, policies and procedures to the College community.
- Assist with conducting investigations of complaints and grievances in accordance
- Assist with researching and preparing responses to requests for information from regulatory agencies such as the Mississippi Workers' Compensation Commission, the
- Assist with special projects that may include working hours beyond the normal business day.
- Assist with the hiring processes for all full-time, part-time, and curriculum positions making sure they are in accordance with College policies and procedures.
- Assist with the performance evaluations and goal setting process.
- Assist with the preparation of job announcements and vacancies.
- Coordinate and conduct New Employee Orientation bi-monthly.
- Coordinate interviews for vacant positions, prepare interview folders, and initiate the hiring process by ensuring all necessary documentation is completed by the interview chair(s).
- Coordinate with department leaders and/or supervisors to assess the training needs of employees and to develop programs that match these needs.
- Handle all incoming calls, visitors and requests for information.
- Implement and manage professional development for employees interview rating sheets, position logs, and other related HR paperwork.

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.)

- Maintain inner office confidentiality
- Maintain inventory and order necessary office equipment and supplies.
- Maintain pre-hire paperwork such as resumes, position announcements,
- Order employee name badges.
- Perform criminal background checks and E-verification of all new hires as requested.
- Perform data entry, word processing, database, and spreadsheet tasks as requested.
- Prepare correspondence, specialized, and recurring reports.
- Process incoming and outgoing mail.
- Research, compile, and type program reports (including but not limited to detailed budget reports).
- Schedule appointments and events.
- Screen emails and respond accordingly.
- Serve as a customer service representative by maintaining the front office ensuring a welcoming environment and optimal service at all times.
- U.S. Equal Employment Opportunity Commission (EEOC), and Office of Civil Rights (OCR).
- Perform other duties as assigned by the Director of Human Resources.

MANDATORY QUALIFICATIONS

- Associate degree from an accredited college or university and/or working towards an Associate degree from an accredited college or university.
- Three years of previous related work experience.
- Ability to perform at high levels of proficiency, tasks listed under essential duties.
- Must have working knowledge of computer operations.
- Preference may be given to applicants with related work experience at the post-secondary level and/or in a human resources environment.

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university.
- Working experience in the domains of Mississippi public higher education.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.

KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons
- .Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

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 may also require some travel and working some evenings/nights 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.

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 – February 6, 2025 at 5:00 P.M.