



## NOTICE OF VACANCY

### Administrative Assistant/New-Hire Intake Clerk (Part-Time)

**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 is responsible for the following:

#### **Duties and Responsibilities:**

- Answer and screen telephone calls and check voicemails frequently.
- Assist with maintaining employment file and organizational records.
- Assist with preparing for monthly employee orientations by securing and preparing the meeting space and preparing new hire packets.
- Assist with special projects that may include working hours beyond the normal business day.
- 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).
- Maintain inventory and order necessary office equipment and supplies.
- 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.
- 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.
- Use computer and software knowledge and skills to operate the Banner system in order to run reports and maintain records.
- Perform other duties as assigned by the Director of Human Resources.

#### **Physical Demand/ Work Environment:**

- May require prolonged periods of viewing a computer screen.
- May be required to lift or carry up to 25 pounds.
- Travel and/or Work, evening and weekend hours may be necessary.

*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: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*

## **Qualifications:**

### **Mandatory Requirements include:**

- Applicant must hold the minimum of an Associate's degree from an accredited institution.
- Preference may be given to applicants with related work experience at the post-secondary level.

### **Preferred Qualifications (but not required):**

- N/A.

## **TERMS OF EMPLOYMENT**

This is a part-time position for 12 months with a term of employment beginning immediately upon hire.

## **SALARY**

The salary will commensurate with degree 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 Form
2. *Official* College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

Applications can be found on the MDCC website, [www.msdelta.edu](http://www.msdelta.edu), under employment opportunities or call 662-246-6322.

## **DEADLINE**

Internal/External – Until Filled

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