Notice of Vacancy

Location of Position: District Office, Perkinston, Mississippi

<table>
<thead>
<tr>
<th>Position Available:</th>
<th>Classification:</th>
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<tbody>
<tr>
<td>Secretary V</td>
<td>Administration</td>
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<tr>
<td>Secretary to the Vice President of Instruction and Community Campus – District Office</td>
<td>X Staff</td>
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<tr>
<th>Date Position Available:</th>
<th>Salary Scale: Salary based on experience and education</th>
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<tbody>
<tr>
<td>July 10, 2013</td>
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Qualifications & Experience:

MANDATORY:  (M1) Minimum of Associate Degree in Business and Office Technology or related field.  
(M2) Three years’ secretarial or executive support experience in an educational, governmental, business or other entity.  
(M3) Training and/or experience in the operation of personal computers, to include proficiency in Microsoft Word, Outlook, Access and Excel.  
(M4) Proficiency in taking and organizing meeting minutes.

DESIRABLE:  (D1) Bachelor’s Degree in Business, Education or related field.  
(D2) Experience in a community/junior college setting.  
(D3) Demonstrated successful experience in meeting and dealing with the public.  
(D4) Ability to organize and administer functions, events and programs with a minimum of supervision.  
(D5) Demeanor, training and skill to deal with a wide variety of individuals and groups in varying degrees of professional situations.

The College:
The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS.  Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.

State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally.  Offerings include academic, technical degree, vocational skill and adult continuing education programs.

Application Information & Deadline

For additional information on the position, contact:

Dr. Jason Pugh  
Vice President of Instruction and Community Campus  
MGCCC  
P. O. Box 609 – 51 Main Street  
Perkinston, Mississippi 39573  
Telephone:  601-928-6233  
jason.pugh@mgccc.edu

Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled.  Review of applications will begin after:  

July 29, 2013

Mail all documents to:  
Human Resources Office  
P.O. Box 609  
Perkinston, MS 39573  
E-mail: human.resources@mgccc.edu

Job Listing Web Address:  www.mgccc.edu

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability.  For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the District Office.  Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.
JOB DESCRIPTION
Secretary to the Vice President of Instruction and Community Campus
District Office – Category V

GENERAL STATEMENT OF FUNCTION

The incumbent is responsible for secretarial duties relative to the mission of the College and the purpose of the Office of the Vice President of Instruction and Community Campus. The incumbent will report to the Vice President of Instruction and Community Campus.

DUTIES AND RESPONSIBILITIES:

1. Provide administrative clerical support for the MGCCC Vice President of Instruction and Community Campus.
2. Perform duties independently and exercise a high degree of initiative in determining the approach/action to take in routine and non-routine situations.
3. Exhibit a high degree of confidentiality.
4. Provide an advanced level of work including complete understanding of Banner SCT software (i.e. student information system) and proficiency in the entire Microsoft Office Suite, including Microsoft Word, Access, Excel, and PowerPoint.
5. Respond to requests for information from the Vice President of Instruction and Community Campus and other College administrators, which may require in-depth research and/or interpretation of College policies and procedures.
6. Assist the Vice President of Instruction and Community Campus in maintaining an active and current calendar and in preparation for and carrying out scheduled activities.
7. Independently compose and type correspondence involving complex, sensitive, and non-routine matters.
8. Manage requests for facility usage, travel requests, and activity requests, and track requests through the approval and distribution process.
9. Serve as liaison between the Vice President of Instruction and Community Campus, Campus Administration, faculty, and staff members, including typing of all documents, board agenda items, and other documents, and track the documents through the approval and distribution process.
10. Communicate issues or conflicts effectively and timely to the Vice President of Instruction and Community Campus.
11. Compile and type special reports by selecting relevant information from a variety of sources such as reports, documents, correspondence, electronic files, etc.
12. Prepare materials needed for meetings, such as agendas, handouts, binders, etc.
13. Prepare reports, as assigned, for the Board of Trustees or other entities.
14. Attend meetings including Instructional Affairs Council, Learning Resource Council and Student Services Council and other councils as desired by the Vice President of Instruction and Community Campus and serve as a recorder for minutes, which includes the composition, transcription, and distribution of minutes to all parties involved.
15. Manage contracts and track contracts through the approval and distribution process.
16. Monitor expenditures and ensure adherence to budgetary commitments in accordance with MGCCC policies, including providing support in fulfilling purchasing guidelines (e.g., procurement card reconciliation).
17. Professionally and courteously accept calls for the office of the Vice President of Instruction and Community Campus, taking initiative to provide assistance to callers whenever possible and serving as a liaison in administering departmental operations and project information to the callers in the absence of the Vice President of Instruction and Community Campus.
18. Provide attention to details in correspondence, such as complete information as to the nature of all phone calls or visits.
19. Provide detailed and appropriate corrections and edits when proofreading, editing, and producing documents and/or correspondence for the Vice President of Instruction and Community Campus.
20. Interface well with all levels of the college leadership team, members of the college community, including, faculty, staff, students, and other stakeholders.
21. Maintain an up-to-date and organized filing system that is easily accessible for retrieval of archival records and signed documents with an emphasis on electronic records management.
22. Maintain work flows and assist in keeping prioritized projects on schedule.
23. Consistently monitor office inventories and anticipate needed supplies or services.
24. Excel at coordinating a high number of meetings, such as securing meeting space and related needs, completing function requests, and contacting and securing commitments from attendees.
25. Make travel arrangements for the Vice President of Instruction and Community Campus and provide oversight for insuring trip details and accommodations are correct: handle all necessary paperwork, complete and submit accurate reimbursement records, and track payments.

26. Assist Vice President of Instruction and Community Campus in planning and implementing routine responsibilities and functions to include those associated with nursing and allied health programs, career and technical programs, institutional research and planning, eLearning and institutional accreditations.

27. Supervise office personnel in lower categories, when assigned.

28. Provide management for and procedural oversight for the multiple location executive office, inclusive of technology required to support executive work at remote locations.

29. Seek innovative methods for streamlining work and assisting the Vice President of Instruction and Community Campus team at all times.

30. Assist and provide support to the role the Vice President of Instruction and Community Campus plays in providing service to the faculty, staff, students and other stakeholders of the college.

31. Champion the role the college plays in service to the community.

32. Review the Board Agenda items that affect the operations of the District Office and Community Campus, prepare and distribute copies to the Campus Deans.

33. Meet employee development units as required, including necessary training for job-related duties, and maintain current in skills needed to perform job duties.

34. Demonstrate exceptional adherence to work schedules and policies as exemplary performance for co-workers and subordinates.

35. All other duties assigned by the Vice President of Instruction and Community Campus.