Notice of Vacancy

Location of Position: Perkinston Campus - Perkinston, Mississippi

<table>
<thead>
<tr>
<th>Position Available:</th>
<th>Classification:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary III</td>
<td>___ Administration ___ Faculty</td>
</tr>
<tr>
<td></td>
<td><em>x</em> Staff ___ Hourly LEVEL III</td>
</tr>
</tbody>
</table>

Date Position Available: July 1, 2013

Salary Scale: Salary based on experience and education

Qualifications & Experience:
MANDATORY: (M1) Minimum of an Associate degree in Business and Office Technology or related field.
(M2) Two years of office experience. (M3) Training and/or experience in the operation of personal computers and Microsoft Office Suite (Word, Access, Excel PowerPoint) and Outlook. (M4) Effective interpersonal and communication skills.

DESIRABLE: (D1) Bachelor’s degree. (D2) Experience working with college students in a community college setting. (D3) Proficiency in SCT Banner. (D4) Experience in accounting/bookkeeping.

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:
John Shows
Associate Vice President for Community Campus and Career Technical Education
MGCCC
10289 Express Drive
Gulfport, MS 39503
(601) 928-6397
john.shows@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 Central 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 – CATEGORY III

Full-time Administrative Assistant reporting to the Dean of Career, Technical & Education – Perkinston Campus.

GENERAL DUTIES

1) Create spreadsheets for payroll, budgets, reports, etc., using Microsoft Excel.
2) Maintain an accurate and complete filing system.
3) Utilize word processing skills to generate letters and memos, following current business communication practices.
4) Maintain supplies and office reports.
5) Monitor expenditures and project budgets.
6) Monitor and validate CTE inventory, on an annual basis.
7) Maintain collaborative working relationships, with both internal and external customers.
8) Handle assigned tasks and responsibilities, with minimum supervision.
9) Continually upgrade skills, through employee development activities.
10) Adhere to college policies and procedures.
11) Process check requests, procurement card orders and purchase orders, as needed.
12) Create and maintain schedules, in the college SCT Banner system.
13) Perform duties as assigned by CTE dean or appropriate personnel.
14) Assist with all special projects and assignments, as directed.