Notice of Vacancy

Location of Position: JACKSON COUNTY CAMPUS, GAUTIER, MISSISSIPPI

Position Available:
Academic Faculty/Assistant Dean of Instruction Secretary (Category III)

Classification:
Administration ___ Faculty
Staff ___ Hourly Level III

Date Position Available: August 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 from a regionally accredited institution of higher education. (M2) Two years secretarial or office related experience. (M3) Training and/or experience in the operation of personal computers, to include proficiency in Microsoft Office Suite, E-mail, and the Internet. (M4) Excellent organizational and time-management skills (multitasking). (M5) Excellent written, speaking, and interpersonal communication skills.

DESIRABLE: (D1) Bachelor’s Degree in Business, Education, or related field from a regionally accredited institution of higher education. (D2) Experience in a community/junior college setting. (D3) Demonstrated successful experience in meeting and dealing with the public. (D4) Demeanor, training, and skill to deal with a wide variety of individuals and groups in varying degrees of professional situations. (D5) Proficiency with SCT BANNER Software.

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; Keeler 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. Jonathan Woodward
Dean of Instruction
Jackson County Campus
P. O. Box 100
2300 Hwy 90
Gautier, MS 39553
(228) 497-7627
jonathan.woodward@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:

August 8, 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
ACADEMIC FACULTY/ASSISTANT DEAN OF INSTRUCTION SECRETARY

GENERAL STATEMENT OF FUNCTION:

The incumbent is responsible for secretarial duties relative to the mission of the College and the purpose of the academic faculty and the Assistant Dean of Instruction on the Jackson County Campus. The incumbent will report to the Dean of Instruction and Assistant Dean of Instruction on the Jackson County Campus. Employees must follow established policies and procedures and are encouraged to participate in appropriate organizations and activities.

DUTIES AND RESPONSIBILITIES

1. Provide administrative clerical support for the MGCCC Jackson County Campus Dean of Instruction and Assistant Dean of Instruction.

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. Independently compose and type correspondence involving complex, sensitive, and non-routine matters.

6. Serve as liaison between the Campus Administration, faculty, and staff members, including the production of reports, completion of assignments, and typing of minutes.

7. Communicate issues or conflicts effectively and timely to the Campus Dean of Instruction and/or Campus Assistant Dean of Instruction.

8. Prepare materials needed for meetings, such as agendas, handouts, binders, etc.

9. Attend meetings and serve as recorder for minutes, which includes the composition, transcription, and distribution of minutes to all parties involved.

10. Professionally and courteously accept telephone calls for the Campus Assistant Dean of Instruction or Dean of Instruction, 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 Campus Administration.

11. Provide Full-time and Part-time faculty with document duplication, supplies, class rosters, grade sheets, audit rolls, and other pertinent paperwork.

12. Provide attention to details in correspondence, such as complete information as to the nature of all phone calls or visits.

13. Prepare payroll, type contracts, secure appropriate signatures, and set up mail boxes for Part-time faculty.

14. Maintain various forms and information needed by students, faculty, and the community (catalogs, schedules, admissions forms, applications, ACT packets, etc...).
15. Interface well with all levels of the college leadership team and members of the college community, including faculty, staff, students, and other stakeholders.

16. Maintain an up-to-date and organized filing system that is easily accessible for retrieval of archival records and signed documents.

17. Consistently monitor office inventories and anticipate needed supplies or services.

18. Seek innovative methods for streamlining work and assisting the Jackson County Campus Leadership Team at all times.

19. Assist students with registration, withdrawals, schedule changes, fees, book returns, etc.

20. Maintain radio and telephone contact with campus police team members as needed.

21. Establish, post, and maintain office hours.

22. Assist with part-time faculty orientations.

23. Meet employee development units as required, including necessary training for job-related duties.

24. Adhere to all policies, procedures, and laws governing the employees of the institution.

25. Perform other duties as assigned by appropriate personnel.