POSITION ANNOUNCEMENT

CENTER FOR WORKPLACE LEARNING DEPARTMENT ASSISTANT

General Description

Provide clerical support for all activities related to the non-credit instructional division at Grayson College.

Responsibilities

- Assistance with diverse projects related to instructional program implementation
- Customer service to include student registration and communication
- Management of the Center for Workplace Learning (CWL) facility rentals
- Heavy data entry
- Records management and auditing
- Processing of division accounts payable and client invoicing. Instructional support, including use of technology
- Generation of multiple reports
- Support activities of the CWL administration and the CWL Advisory Board

Qualifications

Expected: High school graduate and two years directly related experience with an emphasis on customer service, records management, and data entry. Must exhibit excellent communication skills; the ability to work as part of a collaborative team and strong project management abilities. Intermediate proficiency in MS Word & MS Excel and experience in accounting practices.

Preferred: Associate Degree in Office Administration or a closely related field and 3-5 years of experience. Prior experience in a community college setting is helpful.

Application Closing: Until Filled

Salary: $18,758 (Clerical Salary Schedule C-0)

Benefits: Group Health and Life Ins. (60+ day waiting period for Health), Educational Retirement, Disability/Dental Ins. (opt.), Social Security.

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a Grayson College application the following must be provided:

☑ Resume
☑ Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
☐ Certification
☑ A list of three (3) professional references

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.

GRAYSON COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION PROVIDING EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES ON THE BASIS OF MERIT AND WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, RELIGION, GENDER, AGE, NATIONAL ORIGIN, OR DISABILITY.

ADA/Section 504 and Title IX Coordinator, Director of Human Resources, 6101 Grayson Drive, Denison, TX 75020-415-2624.