



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Announcement #:3701-12

Date: Monday, January 30, 2012

POSITION: Part-time Secretary II – TRiO Office

LOCATION: District Office - Signal Peak Campus
Coolidge, Arizona

JOB SUMMARY: Perform a full range of secretarial functions in support of the TRiO Office.

RESPONSIBILITIES: Job incumbent will:

- Perform administrative support duties in support of the TRiO Office including composing correspondence, collect and compile research information, prepare/process reports, and verify accuracy as required. Maintain routine and confidential files.
- Operate computer hardware and software including word processing, create, update, and manipulate spreadsheets and databases. Utilize on-line computer programs (Banner, Blumen) to enter data in support of the function assigned.
- Assist in performing fiscally related tasks to include monitoring of expenditures; prepare and process check requests, purchase requisitions, budget transfers, and journal entries; and responsible for maintaining supplies and equipment.
- Maintain supervisor's and other TRiO staff members' calendars, arrange and attend meetings to include preparation of meeting agendas and meeting materials, take notes and distribute summaries of proceedings, reserve room, notify and confirm attendance, coordinate travel arrangements, and prepare related expense reports..

QUALIFICATIONS:

EDUCATION: High School Diploma or GED

EXPERIENCE: Two (2) years related experience

The knowledge, skills, and abilities required to perform this job include, but are not limited to the following:

- Knowledge of specific processes, policies, and procedures of office management and workflow procedures to include effective management of workload, i.e. prioritizing, and organizing work.
- Knowledge and skill in various word processing, spreadsheet, database, presentation, and integrated information software, systems, and associated hardware, e.g. personal computers.
- Skill in gathering, compiling, and presenting information in oral and/or written form.
- Effective communication skills, both oral and written
- Strong interpersonal skill as applied to interaction with a culturally diverse populations, college administrators, faculty, staff, students, and the public
- Ability to work independently and as a member of a team in accomplishing tasks.
- Ability to analyze situations, develop solutions, and make independent decisions based on established guidelines.

- Skill in processing a variety of financial and non-financial transactions, verify accuracy, match against documentation, code to proper account, prepare necessary forms or reports, post transactions, and reconcile and retrieve information as needed.

SALARY: \$12.88 per hour, up to 19 hours per week. Position will work Monday – Friday morning schedule.

DEADLINE: All application materials must be received in Human Resources by 4:30 p.m., Monday, February 13, 2012.

APPLICATION INFORMATION: The application packet should consist of:

- Letter of interest
- Current resume
- Central Arizona College application.

The Central Arizona College application may be found at www.centralaz.edu/application or by calling the Human Resources Office at 520-494-5235.

An application for any position vacancy requiring college level coursework or degrees must be accompanied by unofficial copies of transcripts reflecting the required degree or course work. Applications not accompanied with the required transcripts will not be considered. Copies of transcripts should reflect completed course work and conferred degrees. All academic course work and degrees must be from a regionally accredited college or university or be certified by an acceptable agency that the institution is recognized by the appropriate governmental agency in its home country (this is generally stated in the degree evaluation).

Transcripts issued in a language other than English must be accompanied by a full translation (word for word) by an acceptable translator. Additionally, each foreign transcript must be evaluated for equivalency to United States accredited course work by an acceptable agency such as those agencies certified by the National Association of Credential Evaluation Services (NACES).

Applications containing foreign transcripts that are not accompanied with the above required documentation, will not be considered.

Faxed application materials will not be accepted. Application materials may be submitted electronically but it is the responsibility of the applicant to ensure that all electronic files are readable by Microsoft Office Suite programs. Applications submitted electronically should be sent to: human.resources@centralaz.edu

The Human Resources Department is located in main administration building, H Building, Room 111 on the Signal Peak Campus at 8470 North Overfield Road, Coolidge, Arizona 85128. Office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

Central Arizona College is an Equal Opportunity Employer