POSITION: Administrative & Office Specialist II (PT091)
PEER Consortium Administrative Assistant
Part-time wage (No Benefits)

HIRING RANGE: $9.65 - $19.81/hour

CLOSING DATE: April 18, 2012

RESPONSIBILITIES: Located at the Chester campus, this position serves as the administrative assistant for the PEER Consortium Coordinator as well as serves PEER Consortium partners, members and other external and internal contacts. Position is part-time, with a flexible work schedule, and may have rare evening or weekend hours. Duties include: communicating professionally with external and internal contacts by E-mail, telephone and in person; screening/assisting PEER members, and processing applications for mini-grant funding for review by the Coordinator; processing financial forms and documents for purchases and reimbursements, using various College systems and ensuring full compliance with related regulations, policy and procedure. Works with College and external contacts for preparation/purchase of materials and facilities for meetings and events, such as professional conferences and student camps. Maintains all office files, including paper and electronic financial records, and contact information for partners, members, educators, employers, and other contacts in the region. Maintains office’s supplies and ensures that office equipment is operational. Incumbent will comply with State Regulations, Consortium Guidelines, and College Policy and Procedures. Work schedule permits flexible days and hours. 20 hours per week.

QUALIFICATIONS: Experience or college course work in Accounting or Bookkeeping is required. Experience or college coursework in office administration or management is required. Proficiency in Microsoft Word and Excel is required. This position requires excellent written and verbal communication skills, as well as excellent interpersonal, customer service and cross-cultural communication skills. Experience processing eligibility applications (such as grants, college admissions, benefits, insurance, etc.) is preferred. Prior experience working with State purchasing and travel guidelines, and planning events and meetings is also preferred.

APPLICATION INSTRUCTIONS: Acceptable application packages are those submitted through the state job website located at https://jobs.agencies.virginia.gov. Applications which are not complete or say “see resume” will not be accepted. Should you need assistance or have questions, please contact Gatewood Stoneman at 706-5036.

NONDISCRIMINATION POLICY: John Tyler Community College does not discriminate on the basis of race, color, national origin, age, sex or disability in its programs or activities. Inquiries related to the college’s nondiscrimination policy should be directed to Susan Grinnan, Director of Human Resources, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at sgrinnan@jtcc.edu or by phone 804-706-5035/804-594-1418.

EEO/AA EMPLOYER