

**TALENT SEARCH ADMINISTRATIVE ASSISTANT
STUDENT TRACKING SPECIALIST**

Reports to: Talent Search Director

Classification: Full-time, 12-month Employee, Grant Funded

Pay Status: Hourly, Level III, Non-Exempt

Fringe Benefit per Board Policy

Starting Salary Range: \$12.50 – \$13.00

Revision Date: July 2021

This position will work cooperatively with the Talent Search staff and related support personnel at both NCCC and CCC in the following areas:

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Maintain a pleasant, professional, and welcoming demeanor; answer the telephone, take and relay all messages accurately and promptly; maintain an office atmosphere conducive to meeting the needs of disadvantaged students;
4. Maintain the confidentiality of participant and staff information entrusted during the course of completing duties;

Duties and Responsibilities

1. Prepare and send mailings;
2. Type correspondence, reports, proposals;
3. Maintain accurate up-to-date records and database, including documentation of eligibility of students, student academic records, documentation of contacts, exit information, follow up information;
4. Maintain accurate office records, including budget information, purchase orders, statistical information and keep monthly paper copies of summary information;
5. Supervise student office personnel;
6. Chaperone student activities, events, and occasional overnight field trips;
7. Assists in planning and implementing program activities and events;
8. Compile data for reports. Provide analysis of information so the Program Director may make necessary changes in project design and services to meet participants' needs;
9. Maintain an accurate and up-to-date inventory and check out procedure for equipment and materials;
10. Prepare reports for the institution, U.S. Department of Education, target schools, and the area communities to inform them about the progress of the project;
11. Perform other duties and responsibilities as assigned by the Talent Search Director.

Required Knowledge, Skills and Abilities

1. Background similar to that of Talent Search participants.
2. Approachable, comfortable around youth.
3. Proficient in basic procedures as well as office technology, including computer applications such as Microsoft Word.
4. Exceptional attention to detail and accuracy, able to handle multiple responsibilities well, and excellent organizational and writing skills.

5. Freedom from racial/ethnic biases.
6. Ensure confidentiality of program and participant information
7. Ability to exercise independent initiative and judgement.
8. Must have a valid Driver's License with the ability to drive a 12-passenger van.

Education and Experience

1. Preferred Associate's degree with two years of work experience in basic office procedures.
2. Competent with office technology applications including Microsoft Office and social media.
3. A background similar to that of participants.

Working Conditions

1. Normal office environment.
2. Occasional lifting of up to 50 pounds from the floor to shoulder height is required.
3. Occasional evening, weekend, and overnight working hours as a chaperone.
4. Ability to operate normal office equipment such as copiers, fax machines, and personal computer on a daily basis is required.
5. Ability to sit in an office chair for long period while operating a personal computer is required.
6. Ability to stand, bend at the waist and stoop or squat while filing documents in standard vertical filing cabinets on a regular daily basis is required.

Application

Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and NCCC employment application to:

Human Resources Director, Talent Search Administrative Assistant Student Tracking Specialist, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu.

Employment application available at www.neosho.edu/careers.aspx. Review of applications begins upon receipt.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>