

## POSITION ANNOUNCEMENT

### Part-Time Office Assistant, Health Sciences Division

Northeast Mississippi Community College is now accepting applications for a part-time Office Assistant in the Health Sciences Division. This position is responsible for screening calls; managing calendars; processing travel requests; maintaining office supplies; meeting with enrolled and prospective students and record keeping/maintaining budget data.

### QUALIFICATIONS:

#### Required -

- Two (2) years of experience as an office professional
- Associate degree in business-related field or health related field
- Ability to produce professional documents using office software applications including Word, Excel and Access
- Ability to learn BANNER administrative software
- Superior organizational and communication skills
- Capability to handle various tasks simultaneously
- Proficiency in HIPAA (Health Insurance Portability and Accountability Act)
- Proficiency in OSHA Standards (Occupational Safety and Health Administration)

#### Preferred –

- Five (5) years of experience as an office professional
- Knowledge and experience with BANNER software
- History of working in a multi-task office environment

#### APPLICATION DEADLINE:

Until Filled

#### APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work. (*Applications currently on file can be activated for this position by submission of a cover letter.*)

#### APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources  
Northeast Mississippi Community College  
101 Cunningham Boulevard  
Booneville, MS 38829

*In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.*

Position Description  
Northeast Mississippi Community College  
Revision Date: July 2022

POSITION: Part –time Division Office Assistant, Health Sciences

REPORTS TO: Associate Vice President of Health Sciences

DESCRIPTION: Performs administrative duties for department. Responsibilities include screening calls; managing calendars; processing travel request; maintaining office supplies; meeting with enrolled and prospective students; record keeping and maintaining budget data

Requires strong computer skills, flexibility, excellent interpersonal skills, and the ability to work well with all levels of internal administration, students, faculty and staff.

Sensitivity to confidential matters will be required for students, faculty and staff.

QUALIFICATIONS: Required

- Two (2) years of experience as an office professional
- Associate degree in business-related field or health related field
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- Superior organizational and communication skills
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**Preferred**

- Five (5) years of experience as an office professional
- Knowledge and experience with BANNER software
- History of working in a multi-task office environment

ROLE: The position is responsible for assisting with the Division of Health Sciences.

ACTIVITIES:

- Insures that the office functions in an efficient manner
- Carries out routine responsibilities, which involve communication skills, such as working with students, answering the telephone, taking and relaying messages and providing general information
- Performs the detailed office work such as scheduling prospective student appointments, record keeping, word processing and maintaining filing system
- Assists in the overall operation of the Division of Health Sciences
- Processes and maintains requisitions for the allied health programs within the Division of Health Sciences and see that orders are received in a timely manner
- Assists the Health Science Program Directors with filing of important documents relating to accreditation standards
- Refer students to the Counseling Center, Win Job Center, Northeast Foundation Office, Financial Aid Office, etc. as needs are identified
- Assist with registration of students during Priority registration day, summer orientation and other open registration periods
- Assign/reassign advisors as needed each semester in BANNER for Health Science students
- Run reports from Argos as requested by the Health Science AVP

- Assists Health Science Program Directors with management of program budget
- Insures the office functions in an efficient manner
- Records minutes at division meetings
- Performs other duties as assigned by AVP of Health Sciences

Note: Job description, role, and activities may change at any time without prior notice.