



POSITION: Administrative Assistant #00153

HIRING RANGE: \$23,999 - \$49,255

CLOSING DATE: August 4, 2010 at 5pm

RESPONSIBILITIES: This position is responsible for providing executive level administrative office support for the President's Office. Candidate will perform daily tasks including answering the phone, scheduling meetings, making travel arrangements, correspondence, processing mail, copying, scanning, filing, preparing mailings, purchasing, and maintaining office supply inventories while exercising confidentiality, diplomacy, independent judgment, and sound decision-making. Demonstrated ability to work independently, organize and prioritize workflow, pay close attention to detail and complete assigned tasks within established timeframes. Serves as an information resource to staff. Must be able to work accurately with office equipment and systems, and respond to general public, industry, stakeholders, college staff, faculty, and student inquiries in a fast paced environment.

QUALIFICATIONS: Associate's degree in administrative support services, business administration or related field preferred or an equivalent combination of experience and training. Significant experience providing administrative support to senior administrators /executives. Demonstrated experience exercising sound judgment and complete discretion in dealing with highly confidential matters. Must have extensive knowledge of the use of Word, Excel, PowerPoint, Outlook and calendar management. Ability to be a team player who is willing to learn and support the mission of the College. Must also possess strong organizational, customer service, problem-solving, and communication skills. Experience in a higher education environment is preferred.

*All full-time classified employees new to the Commonwealth of Virginia will serve a 12 month probationary period.

APPLICATION INSTRUCTIONS: Acceptable application packages are those submitted through the state job website located at <https://jobs.agencies.virginia.gov>. Applications which state "see resume" will not be accepted. Should you need assistance, please contact Darlene Flythe-Wilkins at (804) 594-1417.

NONDISCRIMINATION POLICY: John Tyler Community College does not discriminate on the basis of race, color, national origin, gender, sexual orientation 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 at phone 804-706-5035/804-594-1417.

EEO/AA EMPLOYER