



# Montcalm Community College

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| Title: <b>Greenville Lab Assistant</b>          | Department: <b>Academic Affairs</b>   |
| Employee Group: <b>Contracted Support Staff</b> | Immediate Supervisor: <b>Dean for Occupational Programs &amp; Workforce Development</b> |
| Hours: <b>Up to 25 hours a week</b>             |   |

**General Description:** This position provides support for the efficient and effective operation of Greenville’s front desk.

**Position Duties:**

1. Maintain a welcoming, positive atmosphere on the Greenville Campus conducive to the welfare of the public.
2. Monitor Greenville Campus to ensure rules and regulations are followed by patrons. Report any incident to immediate supervisor and fill out incident report forms.
3. Proctor exams/tests following proper procedure and security protocols.
4. Maintain confidentiality as needed.
5. Assist with noncredit enrollment process (Registrations and payments; create instructor packets)
6. Provide support for Greenville Campus activities, including non-credit offerings, meeting and special events.
7. Assist administrative staff support and clerical duties as requested or assigned.
8. Secure Greenville Campus buildings prior to departure.
9. Perform other related duties as assigned.

**Qualifications:**

1. High School Diploma required. Education and/or work experience in office/clerical duties preferred.
2. Demonstrated ability to work independently, solve problems, and make appropriate decisions.
3. Demonstrated proficiency in organization/general office skills.
4. Ability to multi-task.
5. Demonstrated proficiency in written and oral communications.
6. Demonstrated ability to work well with diverse clients including students, college staff, business and industry personnel, and the general public.
7. Ability to maintain strict confidentiality.
8. Demonstrated ability to work as part of a team operation.
9. Demonstrated accuracy and attention to detail.
10. Dependable and punctual work history.

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| <b>REMUNERATION:</b>         | \$12.86 per hour<br>\$13.86 per hour with an earned associate degree |
| <b>APPLICATION DEADLINE:</b> | Until Filled   |
| <b>START DATE:</b>           |  |

**METHOD OF APPLICATION:**

Online application at [www.montcalm.edu/employment](http://www.montcalm.edu/employment). Attach your cover letter, detailed resume, transcripts, and three reference letters.

*It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, sexual orientation, gender identity or gender expression, genetics, or membership in any other protected class. This policy applies to all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of any protected classification shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.*