



Montcalm Community College

Title: Instructional Services Assistant – Greenville (Part-Time)	Department: Academic Affairs
Employee Group: Support Staff	Employee Classification (if applicable): Support II
Immediate Supervisor: Dean for Occupational Programs & Workforce Development	Supervises: N/A
Hours: 16-25	EX/NE: Non-Exempt

General Description: This position provides administrative staff and clerical support for the efficient and effective operation of the Greenville Campus. Working closely with the Dean for Occupational Programs and Workforce Development, the Greenville Administrative Assistant and other instructional administrators, the position facilitates day-to-day office operations. Supportive operations may result in a modified work schedule and periodic professional development/training. Travel to off-campus sites may be required. ***This position requires a commitment of 16 to 25 hours per week, which includes 2 evenings per week, as well as every other Friday and Saturday.***

Position Duties/Functions:

1. Provide oversight of Greenville Campus to maintain a positive, learning atmosphere conducive to the welfare of the public.
2. Ensure rules and regulations are followed by people using the Greenville Campus. Report any incident to immediate supervisor and fill out incident report forms.
3. Proctor exams/tests following proper procedure and security protocols.
4. Assist with credit and noncredit enrollment (i.e., registration, payments, database management, etc.).
5. Assist with scheduling and maintenance of noncredit courses.
6. Provide support services to community outreach activities.
7. Assist with computer lab operations as needed.
8. Provide support for Greenville Campus activities.
9. Perform administrative staff support and clerical duties as assigned.
10. Assist instructors with classroom technology and copying as needed.
11. Ensure Greenville Campus buildings are secure prior to departure.
12. Handle and respect confidential information.
13. Train and supervise work study students as assigned.
14. Perform other related duties as assigned.

Required Qualifications:

1. Associate degree or two years' related work experience.
2. Demonstrated proficiency in organization/general office skills.
3. Ability to multi-task.
4. Demonstrated ability to work independently, solve problems, and make appropriate decisions.
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. Demonstrated knowledge/skill in using a variety of computer software applications including Microsoft Office.
8. Ability to maintain strict confidentiality.
9. Familiarity with and commitment to the philosophy and mission of a comprehensive community college.
10. Demonstrated ability to work as part of a team operation.
11. Demonstrated accuracy and attention to detail.
12. Dependable and punctual work history.

Benefits:

Dental and vision coverage, long-term disability, group term life insurance, vacation leave, sick leave, and holiday pay (at prorated amounts). Tuition free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	Per contract agreement, Support 2, Step 1-4 \$16.13 - \$17.67 (determined by experience)
APPLICATION DEADLINE:	Open until filled
START DATE:	Approximately Mid-April
METHOD OF APPLICATION:	Online application at 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, or genetics in 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 sexual orientation, gender identity, or gender expression 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.