Muskegon Community College
221 South Quarterline Road ◆ Muskegon, MI 49442

POSITION VACANCY
Upward Bound Secretary Part-Time
October 21, 2011

POSITION:	Muskegon Community College is seeking qualified candidates for the position of Upward Bound Secretary Part-Time
RESPONSIBILITIES:	Responsible for providing diversified routine clerical support to the Upward Bound project.
QUALIFICATIONS:	1. Minimum of High School Diploma or GED; Associate's Degree preferred. 2. Two/three years progressively responsible administrative support experience. 3. Broad knowledge of modern office procedures & critical keyboard skills. 4. Experience with Microsoft Word, Excel, Publisher, and Access. 5. Experience working with disadvantaged populations preferred. 6. Ability to deal effectively with the public. 7. Background similar to that of Upward Bound participants.
HOURS:	12 - 20 hours per week as scheduled by supervisor
SALARY:	Educational Support Staff II - $11.73 - $17.49 per hour
EFFECTIVE DATE OF EMPLOYMENT:	November 7, 2011
APPLICATION DEADLINE:	October 28, 2011

APPLICATION INSTRUCTIONS:

A new, completed, and signed Application Form and unofficial transcripts and Resume must be received no later than 4:30 p.m. on the posted deadline. A résumé is not considered an application but a supplement to the application. The College does not return application materials. **To receive an application packet, call, fax, e-mail, or write to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, MI, 49442; call (231) 777-0447; Applications are also available on our website at www.muskegoncc.edu/hr.**

ESSENTIAL FUNCTIONS:

1. Maintain inventory; requisition office supplies and equipment.
2. Receive, open and sort incoming mail; prepare responses and replies.
3. Coordinate Project Director's schedule and maintain the department calendar.
4. Maintain database and filing system to include budget materials, personnel and student files, and other specific department documents.
5. Operate desktop computer in preparing or transferring information to prescribed formats (e.g., student records, correspondence, memoranda, reports, etc.).
6. Operate a variety of modern office equipment in performing routine administrative support tasks (e.g., fax machines, copy machines, calculators, computer terminals, phones).
7. Perform high level clerical duties related to budget documentation, department accounts, personnel records, in-service training, and time sheets.
8. Maintain Upward Bound database records and prepare regular reports as required.
9. Review expenditures against budget allocation; process payments where applicable.
10. Compile and assemble data and information for Project Director's use in planning and decision-making.
11. Prepare routine departmental reports and assist in the preparation of complex reports.
12. Arrange staff meetings; prepare agendas; take and transcribe minutes.
13. Assist Director and Program Advisor with off-campus participant activities, including but not limited to, after-school tutoring, volunteer service activities, college tours, and student conferences.
14. Preference given to candidate with ability to maintain and foster communication through various media resources, including Facebook and Twitter.
15. Provide routine administrative support in other areas as needed; e.g., receptionist, switchboard relief.
16. Exercise supervision over student workers as assigned.
17. Receive supervision from the Upward Bound Project Director and the Upward Bound Advisor.

Muskegon Community College continues to promote staff diversity. Minorities, women and the physically challenged are encouraged to apply. Anyone with a disability will be reasonably accommodated by the College. If you have a disability and need accommodation or assistance in applying for this position, please contact Human Resources.

Muskegon Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, or age in any of its educational programs, activities, and employment.