



NOTICE OF VACANCY

Administrative Assistant (Math and Science Department)

REPORTS TO: Chair of Math and Science

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful administrative support will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Administrative support to the Math and Science Department must be highly organized, have computer skills, have a working knowledge of Banner 8 and 9, as well as Microsoft word and excel, have good interpersonal skills, must adhere to deadlines and have the ability to multitask. This job will also require a variety of standard to multi-step complex administrative and clerical tasks, which include duties from greeting and receiving visitors and monitoring inventory to data roll-over tasks at the end of each semester and new course/instructor entry in Banner.

More specifically, the Administrative support is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Acting as go-between for the instructors for the custodial needs (paper towels in labs, floor mopped, etc.)
- Assist department chair when needed
- Assist in registering students, including performing overrides when needed
- Assist with classes during instructors' absence (giving tests), and put signs on the doors when instructors are not going to be at work
- Building safety coordinator for Harper for any emergencies
- Check the current catalog against the uniform course numbering system and make sure the catalog descriptions for the Math and Science division matches the descriptions in the Uniform Course Numbering System also check the Math and Science syllabi to make sure that they are the same as the catalog and Uniform Course Numbering System
- Collaborate with the Office of Information Technology for all troubleshooting for all computer and printer problems for the division
- Collect mail for department
- Complete & organize file folders for the Math & Science purchase orders and invoices for each semester
- Contact person for the Math & Science department
- Create signs for the glass case for the students that get accepted into professional programs at other schools
- Enter and update excel worksheets for the Math and Science department budgets

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Keep glass class case in front of the building up to date
- Maintain copy machine and scanner (calling for service and ordering copy paper)
- Order textbooks for faculty (full time and adjunct) when the edition changes
- Prepare the course schedules for Math, Science, ICL, and Dual Enrollment for the fall, spring, & summer as well as new courses and enter in Banner
- Process invoices to be paid against purchase orders
- Record the minutes for the Math and Science division meetings
- Remove students from course(s) at the end of the semester using a report that is sent for the students that have entered the second part of a course but did not pass the first part of the course which includes printing a new schedule with an explanation of the changes and mailing it to the student
- Responsible for doing textbook requisitions
- Responsible for doing track-its for Math, Science, and ICL labs for maintenance and Information Technology
- Responsible for inventory under the two stairwells, the front foyer, and in the rooms that are not assigned to an instructor for the Math and Science department in the Harper building
- Responsible for processing payroll for full time, adjunct, & dual enrollment instructors for Math and Science division for spring, summer, and fall
- Responsible for requisitions, purchase orders, & ordering supplies for the Math and Science faculty
- Responsible for updating Math and Science division syllabi
- Serve as back up to the Office of Instruction (rolling terms and helping with special Banner problems using acquired knowledge from being an initially trained Banner intensive user)
- Set up a notebook for each semester that contains instructors' schedules, payroll, budget, leave forms, textbook requisitions, and maintenance requests
- Set up new instructors in Banner so they can be added to courses
- Track enrollment numbers for courses at the beginning of all semesters
- Type inventory forms for moving and deleting inventory
- When class sections close for lack of enrollment, must notify other campuses to help those students with schedule options.
- Perform other duties assigned by the Chair of the Math and Science Division and Vice of President of Instruction,

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate Degree.
- The applicants must also have computer and software knowledge of performing data entry, word processing, database, and spreadsheet tasks.
- The applicants should appreciate the concept of the community/junior college.

DESIRABLE QUALIFICATIONS

- Preference will be given to applicants with a Bachelor's degree or higher from a regionally accredited institution.

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KNOWLEDGE AND SKILLS REQUIRED

- Ability to interact positively and effectively with faculty/staff, administrators, donors, alumni, and students.
- Excellent written and verbal communication skills.
- Ability to collaborate and communicate effectively with other professionals in a team setting
- Ability to effectively meet project deadlines
- Ability to interact positively and effectively with students, faculty/staff, and administrators
- Ability to maintain confidentiality
- Ability to operate a computer and the skills to learn and utilize software and other technology in instruction
- Ability to work evenings and weekends as the scope of the job may frequently require travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops.
- Ability to work well in a fast-paced setting
- Ability to work well under pressure
- Skilled in Microsoft Office including Word, Excel, Access, PowerPoint and Outlook
- Skills and abilities in organization, time management, and record keeping

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Non-Exempt, Clerical and Support Staff (CS) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External– January 1, 2025 at 5:00 p.m.