JONES COUNTY JUNIOR COLLEGE

Position Announcement

August 15, 2018

Position: Administrative Assistant
Division: Enrollment Management

Application Deadline: August 25, 2018

**Job Description:** The Administrative Assistant for Enrollment Services is to provide support and assist students with reaching their desired person or area. Administrative Assistant will offer fast, friendly assistance and support all students who wish to speak with someone in Financial Aid, Admissions, Student Records or Enrollment Services. This position requires one to be able to effectively communicate, by phone and in person, with various individuals while working through a problem-solving process. This position will aid in scheduling appointments and tours as well as support to Enrollment Services.

**Qualifications:**
- Basic computer skills – database and spreadsheet experience preferred
- Excellent communication skills
- Willingness to learn
- Organizational skills
- Listen and follow instructions effectively
- Work well under pressure
- Excellent customer service
- Be team oriented

**Responsibilities:**
- Always maintains a positive image on behalf of the college.
- Welcomes guests, students, and parents by greeting them, in person, on the phone or via e-mail; answering or directing inquires.
- Maintains confidence and protects operations by keeping information confidential.
- Maintains appointment schedule for enrollment services and campus tours.
- Responsible for receiving and directing phone calls to the appropriate staff member.
- Responsible for retrieving, sorting, and distribution of department mail.
- Responsible for accepting deliveries and routing staff messages.
- Deal effectively with a wide variety of college personnel, students, and/or outside individuals/organizations.
- Other duties as assigned.
Contact Persons: All inquiries should be routed through the Human Resources Department:

Mr. Luke Hammonds
Jones County Junior College
Human Resources Director
900 South Court Street
Ellisville, MS  39437
Office: 601-477-4058
Fax: 601-477-4017

Applicant must provide the following by the closing date:
(1) Complete resume and JCJC employment application (available online at www.jcjc.edu/employment).
(2) Minimum of three references attesting to the abilities in work area.

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section 504) Dr. Kisha Jones, ADA Coordinator, Student Success Center, phone 601-477-2673; email ADACoordinator@jcjc.edu and (Title IX) Gwen Magee, Title IX Coordinator, Administration building room 201A, phone 601-477-4028; email Gwen.magee@jcjc.edu. Jones County Junior College, 900 Court Street, Ellisville, Mississippi 39437.