



# IVCCD

## NOTICE OF VACANCY

**POSTED INTERNALLY:**

6/16/2021

**MAY BE POSTED EXTERNALLY:**

6/21/2021

**POSITION:** Office Associate  
**STATUS:** Full-Time  
**CLASSIFICATION TYPE:** NON-EXEMPT (Hourly)  
**LOCATION:** Iowa Valley Continuing Education in Marshalltown  
**JOB SUMMARY:** The purpose of this position is to provide department support, manage department processes, and ensure smooth running of the office. This position will be responsible for all areas of student satisfaction and work within a cross functional team to support all aspects within the operations team.

**EDUCATION/  
EXPERIENCE:** Completion of High school/GED and 3 years of experience required. Experience can be substituted for education. Education can be substituted for experience.

**ABILITIES:** Knowledge of and ability to use good phone etiquette. Ability to provide exceptional customer service skills. Knowledge of IVCCD processes and procedures, and the ability to comply. Ability to multi-tasks efficiently and in a timely manner. Ability to exercise good judgment and use critical thinking skills. Ability to work in an environment of shifting priorities and frequent interruptions. Knowledge of computer software programs to include: Word, Excel, PowerPoint and Publisher. Knowledge of and ability to work in computer systems designed for registrations and student records. Knowledge of office machines, such as copiers, printers and fax machines. Proficient at using the telephone system, messaging and general switchboard operations. Ability to handle moderately to highly confidential matters and materials with discretion. Ability to communicate effectively orally and in writing.

**BASE WAGE:** \$ 11.25 Hourly.  
Actual annual salary will be based on experience and education and calculated for a full fiscal year, which is pro-rated to start date and FTE.

**BENEFIT INFORMATION:** This position offers a full-benefit package including health, dental, vision, and life insurances, long-term disability coverage, retirement plan, sick, vacation, and personal leaves, and staff development opportunities.

**TO APPLY:** Internal Applicants: must send a completed Internal Application Request form to [ivccdjobs@iavalley.edu](mailto:ivccdjobs@iavalley.edu). This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.

**If you experience issues completing the employment application online please update your web browser or use a different browser and try again.**

External Applicants: Please click here for our online application [http://www.iavalley.edu/district/forms/affirmative\\_action.php](http://www.iavalley.edu/district/forms/affirmative_action.php).

Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.

Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.

Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.

Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.

**CLOSING DATE:** Open until filled

*IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.*

*Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.*