



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

4/1/2021

MAY BE POSTED EXTERNALLY:

4/6/2021

- POSITION:** Assistant to ECC Provost
- STATUS:** Full-Time
- CLASSIFICATION TYPE:** EXEMPT (Salaried)
- LOCATION:** Ellsworth Community College
- JOB SUMMARY:** The purpose of this position is to provide administrative support to a Cabinet official of the District (Provost of the College) who is responsible for the operation of all aspects of Ellsworth Community College, as well as District Administrative Leadership Team Members as needed. Under minimal supervision, uses a high level of independent judgment and decision making in non-routine matters. Performs complex to high complex tasks and projects of an administrative nature. Reports directly to a senior level administrator whose scope of responsibility is very broad and impacts the entire District. High level of exposure to extremely confidential material. Works directly with members of the Ellsworth College Board of Trustees and other high level constituents.
- EDUCATION/
EXPERIENCE:** Completion of Associate's Degree and 3 years of experience required. Experience can be substituted for education. Education can be substituted for experience.
- ABILITIES:** Extensive knowledge of IVCCD Board Policies and Procedures. Knowledge of ECC organization and structure. Working knowledge of computer software programs which include Word, Excel, institutional mainframe computer software, phones, Angel, Blackboard Emergency Notification System. Office management coordination abilities. Extensive knowledge of IVCCD accounting system. Independent decision making, ability to exercise good judgment, accuracy, flexibility, and well developed critical thinking skills. Ability to work in an environment of shifting priorities, frequent interruptions, hectic pace, high level interaction with students, staff and public. Excellent communication skills including proficiency in business English, grammar, punctuation, and spelling. Ability to work independently as well as be a collaborative team player in completing assigned tasks and deadlines. Ability to handle highly confidential matters and materials with discretion. Organizational skills, time management, relationship building and communication skills.
- BASE WAGE:** \$ 37,018 Yearly.
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. 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.
- 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.