



# IVCCD

## NOTICE OF VACANCY

**POSTED INTERNALLY:**

4/1/2021

**MAY BE POSTED EXTERNALLY:**

4/6/2021

- POSITION:** Assistant to the MCC Provost
- STATUS:** Full-Time
- CLASSIFICATION TYPE:** EXEMPT (Salaried)
- LOCATION:** Marshalltown Community College
- JOB SUMMARY:** The purpose of this position is to support the Provost who is responsible for the operation of all aspects of Marshalltown Community College. Specifically responsible for coordinating events, special projects, and meetings; managing the MCC Reception and Switchboard operations; assisting with MCC financial responsibilities; serving as the central point of information for unit employees and stakeholders; and working closely with facilities management. Under minimal supervision, uses a high level of independent judgment and decision making in non-routine matters. Performs complex to highly complex tasks and manages 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.
- EDUCATION/ EXPERIENCE:** Completion of an Associate's degree and 3 years of experience required. Bachelor's degree preferred. Relevant experience may be substituted for education.
- ABILITIES:** Abilities for independent decision making, 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 of interactions with students, staff and/or the public. Working knowledge of computer software programs with may include Word, Excel, institutional mainframe computer system software, or similar programs. Possesses excellent written communication skills including proficiency in business English, grammar, punctuation, and spelling. Ability to handle highly confidential matters and materials with discretion. Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines. Performs excellent customer service skills including phone and in-person reception etiquette. Proficiency with office machines including fax, scanner and copy machines. Represents the college in a positive manner with prospective, current, and former students, employees, and the community. Demonstrates enthusiasm, self-motivation, and a positive attitude in meeting and dealing effectively and courteously with students, other personnel, and all members of the community.
- 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](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.*