



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

12/5/2019

MAY BE POSTED EXTERNALLY:

12/10/2019

- POSITION:** Office Associate - Student Services
- STATUS:** Part-Time - 20 hours or more
Hours per week -
- CLASSIFICATION TYPE:** NON-EXEMPT (Hourly)
- LOCATION:** Iowa Valley Continuing Education in Grinnell
- JOB SUMMARY:** The purpose of this position is to support the success of IVG students and student activities on campus. This includes offering basic student information in a variety of areas, working with the campus social media accounts, and student recruitment and orientation activities. Assists faculty members with various tasks.
- EDUCATION/
EXPERIENCE:** Completion of high school/GED and 1 year of experience required. Associate's degree preferred.
- ABILITIES:** Ability to communicate effectively orally and in writing. Skilled in word processing. Skilled in use of numerous software programs. Knowledge of organization among the different divisions. Knowledge of general office procedures and protocols. Knowledge of rules, regulations, laws, and procedures within the Iowa Valley District as well as state and federal requirements. Ability to de-escalate conflict and find resolutions for customers. Ability to work and thrive within a team environment.
- BASE WAGE:** \$ 10.89 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 part-time 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.