



# IVCCD

## NOTICE OF VACANCY

**POSTED INTERNALLY:**

2/27/2020

**MAY BE POSTED EXTERNALLY:**

3/3/2020

**POSITION:** Office Associate, Ag & Renewable Ctr - 19 hour  
**STATUS:** Part-Time - 19 hours or less  
Hours per week -  
**CLASSIFICATION TYPE:**  
**LOCATION:** Ellsworth Community College  
**JOB SUMMARY:** The purpose of this position to provide customer service support to students and visitors, and administrative support for the full and part-time faculty and non-faculty managers at the South Hamilton Campus.

**EDUCATION/  
EXPERIENCE:** Completion of high school diploma/HSED required, Associate's degree preferred. One year related experience required, three years in an office environment preferred. Education can be substituted for experience.

**ABILITIES:** Knowledge of college operations, services, and policies. Knowledge of computer software programs to include Microsoft Word, Excel, and PowerPoint. Ability to handle moderately to highly confidential matters and materials with discretion. Ability to communicate effectively orally and in writing.

**BASE WAGE:**

**BENEFIT INFORMATION:**

**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.*