



IVCCD

NOTICE OF VACANCY

POSTED INTERNALLY:

8/13/2020

MAY BE POSTED EXTERNALLY:

8/18/2020

POSITION: Residence Life Assistant - 19 hours per week
STATUS: Part-Time - 19 hours or less
Hours per week -
CLASSIFICATION TYPE:
LOCATION: Ellsworth Community College
JOB SUMMARY: The purpose of this position is to provide support to housing students and full-time housing staff in their efforts to promote and provide a safe, secure, and interactive campus community. This position assists with overseeing and sustaining a safe and secure campus for all residents.

**EDUCATION/
EXPERIENCE:** Completion of Bachelor's Degree preferred.

ABILITIES: Ability to communicate effectively orally and in writing to a diverse population of students. Knowledge and ability to organize multiple priorities and job duties. Knowledge of general office procedures and protocols.

BASE WAGE:

BENEFIT INFORMATION:

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.