



# IVCCD

## NOTICE OF VACANCY

**POSTED INTERNALLY:**

7/8/2021

**MAY BE POSTED EXTERNALLY:**

7/13/2021

<b>POSITION:</b>	Office Associate - Student Activities/Perkins
<b>STATUS:</b>	Part-Time (0.75 FTE) 20 hours or more hours per week
<b>CLASSIFICATION TYPE:</b>	NON-EXEMPT (Hourly)
<b>LOCATION:</b>	Iowa Valley Grinnell
<b>JOB SUMMARY:</b>	This position produces essential data collection, reporting and support for the IVCCD Perkins Grant programs by providing for annual student program placement surveys and reporting results to all IVCCD CTE programs. Responsible for varied tasks supporting the success of MCC/Grinnell students, coordinating the Student Activities Council and providing non-confidential assistance to students including help with financial aid, registration, purchasing books, etc. Assist advisor with recruitment and orientation events including invitations, reservations, logistics and handouts. Participates in all orientations and campus activities. Supports Beta Sigma Chi chapter of Phi Theta Kappa at Grinnell Campus. Manages and provides student support for College Central career services activities.
<b>EDUCATION/ EXPERIENCE:</b>	Completion of high school/GED and 1 year of experience in business or education office setting required. Associate's degree preferred.
<b>ABILITIES:</b>	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.
<b>BASE WAGE:</b>	\$ 11.37 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.
<b>BENEFIT INFORMATION:</b>	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.
<b>TO APPLY:</b>	<p>Internal Applicants: must send a completed Internal Application Request form to <a href="mailto:ivccdjobs@iavalley.edu">ivccdjobs@iavalley.edu</a>. 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.</p> <p>If you experience issues completing the employment application online please update your web browser or use a different browser and try again.</p> <p>External Applicants: Please click here for our online application <a href="http://www.iavalley.edu/district/forms/affirmative_action.php">http://www.iavalley.edu/district/forms/affirmative_action.php</a>.</p> <p>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.</p> <p>Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.</p> <p>Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.</p> <p>Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.</p>
<b>CLOSING DATE:</b>	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.*