



# IVCCD

## NOTICE OF VACANCY

**POSTED INTERNALLY:**

3/5/2018

**MAY BE POSTED EXTERNALLY:**

3/8/2018

<b>POSITION:</b>	Seasonal Grounds
<b>STATUS:</b>	Part-Time - 19 hours or less Hours per week - 19
<b>CLASSIFICATION:</b>	Timesheet
<b>LOCATION:</b>	Marshalltown Community College
<b>JOB SUMMARY:</b>	This position is responsible to keep building areas clean and sanitary for use by college community. The position is responsible for appropriate use and maintenance of plant services and other college machinery/equipment. A high level of customer service is expected in investigating, responding to and completing of tasks related to all facilities on the assigned college campus.
<b>EDUCATION/ EXPERIENCE:</b>	High school diploma or GED required. Specialized training and/or related work experience preferred.
<b>ABILITIES:</b>	Perform work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines. Exhibit excellent customer service skills. Work in an environment of shifting priorities, frequent interruptions, hectic pace, interaction with students, staff and/or the public. Display excellent communication skills including proficiency in business English. Use independent decision making, ability to exercise good judgment, and critical thinking skills as appropriate. Access and comprehend work related information and communication through computer software programs. Handle moderately to highly confidential matters and materials with discretion.
<b>WAGE RANGE:</b>	pay varies by position
<b>BENEFIT INFORMATION:</b>	
<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 ANGEL, under Intranet/HR. 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><b>If you experience issues completing the employment application online please update your web browser or use a different browser and try again.</b></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 Position: 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.*