

Position Vacancy 18-008



Date: November 9, 2017
Title of Position: Administrative Aide – Student Affairs & Enrollment Management
Salary: \$16.32/hour (part-time; non-benefitted)
Effective: November 2017

Position Overview: Working under the supervision of the Assistant to the VP for Student Affairs & Enrollment Management, the administrative aide will provide support to various offices and departments within the Division of Student Affairs & Enrollment Management. Responsibilities include: assisting with various projects, initiatives, events, and activities; and performing data entry, word processing, database management, and file maintenance; and serving as receptionist in multiple departments, as needed.

Qualifications: Associate's degree required; Bachelor's degree preferred. Proficiency in Microsoft Office Suite including MS Excel. Strong multi-tasking skills and ability to easily transition between various projects and fast-paced departments. Excellent interpersonal skills and professionalism when interacting with students, faculty, staff, and community members. Strong organizational skills and demonstrated ability to work independently and in a team environment.

Additional information: Source of Funding: Trust Fund
Schedule: Approximately 12 hours per week (mid-day) while classes are in session including some occasional work in the evenings and/or weekends as needed for special events.

MCCC AFSCME DCE Non-Unit Full-time Part -Time

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent job-related references to the Human Resources Office, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201.

hbailey@berkshirecc.edu

Application closing date: 11/24/17. BCC is committed to providing an inclusive learning and working environment that values the diverse backgrounds of all people and encourages applications from individuals whose experiences and perspectives model the opportunities and success derived from a college education.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to the Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext. 1022, Susan B. Anthony Annex Building, Room A19.