



**Date:** August 9, 2018  
**Title of Position:** Administrative Aide – OLLI @ BCC (Part-time)  
**Salary:** \$16.32/hour (approx. 15 hours/week; non-benefitted)\*  
**Effective:** September 2018

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**Position Overview:** Provide varied administrative support to small, energetic office that organizes a variety of interesting programs developed by and for older adults. Responsibilities include:

- Opening and distributing the mail; answering office phones; filing; data entry; preparing mailings and other materials.
- Updating/maintaining content on OLLI website.
- Assisting in processing of invoices for payment in accordance with budget account codes.
- Providing general support to OLLI meetings, events, and courses including, but not limited to, preparing Board agendas/packets and assisting in distribution; taking detailed meeting notes and report to necessary chairs, Executive Director and/or Administrative Assistant; planning, organizing, and implementing routine and special projects/events assigned by the Executive Director and/or Administrative Assistant.
- Related duties as assigned

**Required Qualifications:** Experience as an administrative assistant or secretary including:

- Ability to effectively use office equipment such as a computer, printer, copier, phone systems.
- Working knowledge of Microsoft Office Suite, especially Word, Excel, and PowerPoint.
- Comfortable using emerging technologies including social media
- Ability to multi-task; work independently in a fast-paced environment; be reliable, accurate, and punctual; and complete assigned tasks in reasonable period.
- Possess strong organizational and problem solving skills, accuracy and attention to detail
- Ability to manage confidential information with complete discretion; maintain flexibility with immediate, time-sensitive requests; and exercise independent judgment in the resolution of administrative problems
- Ability to use sound judgment when interacting with OLLI members, volunteers and staff; communicate clearly and effectively; actively listen and follow directions; and act in a professional manner while maintaining a positive and upbeat attitude.
- Ability to lift up to 25lbs.
- Ability to work flexible schedule

**Preferred Qualifications:** Experience and interest using basic audio/visual equipment such as microphones, lavaliers, sound systems, etc. Ability to perform basic website development and maintenance. Accounting and bookkeeping skills.

**Additional information:**

Source of Funding: OLLI at BCC

Area of Assignment: Community Engagement, Education, and Workforce Development

\*Schedule: Monday – Friday 11am – 2pm (schedule may vary depending on departmental needs)

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

**Application Procedures:** For consideration, submit cover letter, resume, and names and telephone numbers of three current professional references to Heidi Bailey, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. [hbailey@berkshirecc.edu](mailto:hbailey@berkshirecc.edu)

**Application Closing Date:** August 24, 2018. 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.

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