Administrative Associate

Job Announcement
Northshore Technical Community College

Northshore Technical Community College is accepting applications for the following full-time, unclassified position to be domiciled in Lacombe:

Administrative Associate

Estimated Starting Annual Salary: $35,000 – Job Description can be viewed here

Minimum Qualifications:
Bachelor's degree from an accredited college/university in the field of Business Administration or a related field, and two years related work experience; **or** an Associate's Degree with seven (7) years related work experience in office management.

Required Knowledge, Skills, & Abilities

1. **Skills/Abilities:** Application and intermediate knowledge of office practices and procedures. Ability to maintain a high level of accuracy in preparing and entering information. Intermediate computer skills to include spreadsheet and word processing programs, and e-mail at a highly proficient level. Have stress management skills and time management skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills. Have analytical and problem solving skills. Decision making skills. Should have knowledge of document-imaging technology.
2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software.

Applications will be accepted until position is filled, with preference being given to those received on or before March 5, 2018.

Please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Blvd.
Lacombe, LA 70445
Telephone number: 985-545-1262
Fax number: 985-214-1262
Email: HR@northshorecollege.edu; veronicaflynn@northshorecollege.edu

Northshore Technical Community College is an Equal Opportunity Employer
In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.