

ANNOUNCEMENT OF VACANCY

- POSITION:** **Administrative Assistant/Operations**
(Part Time)
- DESCRIPTION:** Responsible for providing a full range of executive secretarial level duties and responsibilities and for providing administrative support to the ***V.P. of Operations***
- QUALIFICATIONS:**
- Associates Degree preferred plus advanced training in office procedures and/or secretarial science
 - Three years of executive secretarial level experience and project management experience
 - Computer Literacy
 - Strong interpersonal skills
- STARTING SALARY:** \$14.00 per hour
- PROCEDURE:** Submit request for formal application to:

Human Resources
Gloucester County College
1400 Tanyard Road
Sewell, New Jersey 08080
www.gccnj.edu

Open until filled
Women and minorities encouraged to apply
Affirmative Action/Equal Opportunity Employer

9/30/09