

Job Title: Administrative Secretary (PT)
Position Number: 4ESSMCM-HNC-1
Campus: Central
Department: Enrollment Management
Job Description: Responsibilities include but are not limited to: to perform a variety of standard clerical and administrative tasks which may include, but not necessarily limited to responding to inquiries and requests, reviewing documents, resolving discrepancies, gathering information, entering information into computer system, answering telephones, assisting walk in students, typing, filing, and mailings in support of departments daily operations. Candidates must have strong skills in computer knowledge, customer service, organization and clerical tasks.

Requirements: Requires a high school diploma or GED and one year of office experience.

Apply to: Send completed resume to JJ McEachern at jj.mceachern@cpcc.edu