

Job Title: Administrative Clerk, Sr.
Position Number: 4COUNSV-HNC-1
Campus: Central Campus
Department: Counseling & Advisement of Student Success Services
Job Description: Responsibilities include but are not limited to, performs a variety of standard to moderately complex administrative and secretarial tasks which may include greeting and receiving visitors and calls, monitoring inventory, maintaining spreadsheets, typing, filing and purchasing in support of Department's daily operation.

Requirements: Requires basic knowledge in a specific area obtained through Business or vocational training beyond high school in secretarial skills and one year of office experience.

Apply to: Send completed resume to Mandy Saunders
Director of Counseling Services
Central Piedmont Community College
P. O. Box 35009
Charlotte, NC 28235