

Job Title: Administrative Clerk, Sr. (PT)
Position Number: 1MARKET-HNC-5
Campus: Central
Department: Community Relations and Marketing Services
Job Description: Assists in assembling packages for special events, printing and maintaining the mailing list for events, distributes mail, checks newspaper, magazines, etc for articles to file in the media notebook, assists customers, answers phones and performs other administrative tasks as needed.

Requirements: Computer Skills - Microsoft Office (Word and Excel) and ability to work flexible work schedule 20 hours per week.

Apply to: Interested candidates should send completed CPCC part time application
https://intranet.cpcc.edu/sites/human-resources/forms/human-resources/forms/docs/recruiting-staffing/part_time_application.pdf
to Linda.thompson@cpcc.edu