

Rich Mountain Community College

Position Description

Type Position:	Classified
College Title:	Student Affairs Secretary
OPM/Legislative Title:	Secretary I
Supervisor:	Vice President for Student Affairs
Area:	Student Affairs

The Student Affairs Secretary works under the supervision of the Vice President for Student Affairs (VPSA) and is responsible for the maintaining the front desk of the Tower Room and the RMCC phone switchboard. Additionally, the Student Affairs Secretary will perform duties as assigned by the Director of Admissions (DOA) and the Director of Student Success (DSS). The Student Affairs Secretary will abide by all rules of the college as defined by the Rich Mountain Community College Faculty/Staff Handbook.

The responsibilities for the Student Affairs Secretary include:

Position Specific:

- Type and proofread various documents, including letters, memoranda, reports, forms, and rough drafts using a typewriter, word processor, or personal computer
- Maintain student database information under the supervision of the VPSA and DOA
- Maintain the RMCC phone switchboard
- Work in conjunction with the DSS to prepare student attendance and grade reports for early intervention procedures.
- Work in conjunction with the VPSA and DOA to maintain RMCC's social media presence on the Internet
- Perform other job related responsibilities as assigned

College-Wide:

- Seek and implement activities, services, and programs which assure that RMCC is a vibrant contributor to the quality of life of the Ouachita Mountain region
- Treat all who choose to use the College's resources with dignity
- Challenge all learners to maximize their potential
- Implement systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer as it relates to specific position requirements
- Demonstrated effective communication skills, both oral and written
- Demonstrated commitment to learning

- Demonstrated commitment to the community college philosophy
- Demonstrated commitment to assisting students and faculty
- Demonstrated effective interpersonal and communication skills
- Demonstrated effective leadership and team building skills
- Demonstrated effective organization skills
- Demonstrated commitment to professional development

MINIMUM QUALIFICATIONS:

- Equivalent of a high school diploma
- Demonstrated knowledge of the responsibilities and skill required to fulfill the position responsibilities
- Demonstrated knowledge and skills in the use of a computer as it relates to specific position requirements
- Demonstrated effective communication skills, both oral and written

APPLICATION REQUIREMENTS:

- Letter of Interest
- Resume
- Contact information for five references
- Completed **RMCC application**
- **Unofficial Transcripts**
- A separate written statement addressing the applicant's qualifications with regard to the position requirements
- A separate written statement addressing the applicant's view of the role of the faculty, staff, and administration in a rural teaching and learning community college

Email/Mail/Fax application to:
Brenda Gillogly
Vice President of Administration
Rich Mountain Community College
1100 College Drive
Mena, AR 71953
Phone: 479.394.7622 x 1500
Fax: 479.394.2828
Email: bgillogly@rmcc.edu
www.rmcc.edu

Review of applications continues until position is filled. Salary is commensurate with experience. RMCC is an equal opportunity employer.

Minorities and females are encouraged to apply. AA/DFW