



## **PART-TIME CLERICAL SUPPORT**

### **School of Business, Arts, Sciences and Technology**

The employee in this position will be under the direct supervision of the Dean. The position is as follows:

1. PART-TIME –20 hours per week; work schedule to be determined upon hire.
2. RATE - \$13.15/per hour
3. COMMENCES as soon as possible

#### **DUTIES AND RESPONSIBILITIES:**

- Perform general clerical duties including but not limited to data entry, filing and copying.
- Type correspondence, reports and other documents.
- Assist in various tasks in support of faculty and students.
- Assist in various tasks/projects toward completion of School of Business, Arts, Sciences and Technology objectives.
- Perform other duties as assigned.

#### **QUALIFICATIONS:**

- High school diploma or GED equivalent required.
- Demonstrated computer skills including Microsoft Office applications.
- General knowledge of basic clerical skills.
- Possesses excellent communication and organizational skills.

#### **REQUIRED:**

Successful applicant will be required to obtain comprehensive criminal and child abuse background as outlined in ACT 153 of 2014 prior to commencement of employment. These clearances include:

1. Criminal history record information from the Pennsylvania State Police;
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse); and
3. Fingerprint based federal criminal history submitted through the Federal Bureau of Investigations (FBI)
4. Mandated Reporter Training

**APPLICATION DEADLINE:** This position will remain open until filled.

Community College of Beaver County is pursuing several initiatives in building a diverse academic community and encourages people of color, women, veterans and persons with disabilities to apply.