

Posting #NB-22-58 - PLEASE POST – October 7, 2021

- POSITION:** **Clerical Assistant – Adult Learning Center & Transition to College & Careers**
Part-time, non-benefited position
- COMPENSATION:** **Salary:** \$17-\$19/hour
Hours: 12 hours/week
Funding: Fully grant funded
- GENERAL SUMMARY:** Reports to Director of Adult Education. Provides data management and other office support for ALC & TCC programs.
- EXAMPLES OF DUTIES:**
1. Enters student enrollment, attendance, referrals, outcomes, etc. into Department of Elementary & Secondary Education (DESE) LACES database. Collaborates with teachers and advisors to ensure timely and accurate data collection.
 2. Initiates regular communication with students regarding their progress (e.g., attendance letters, assessment reports).
 3. Answers phone inquiries and provides routine information concerning program services. Refers to area programs for services not provided.
 4. Maintains confidential student files (paper and electronic) related to attendance, enrollment, assessment scores, career goals, outcomes, etc.
 5. Assists with marketing of classes through community calendars, brochures, flyers, etc.
 6. Prepares standardized forms such as purchase requisitions according to detailed procedures. Places orders for instructional and non-instructional supplies.
 7. Skillfully uses Microsoft Office and/or Google suite, including Excel/Sheets and Mail Merge, to maintain a variety of tracking and reporting systems. Improves systems and workflow.
 8. Assist with scheduling of MAPT testing for students 6 times during the year.
 9. Assists coordinator and advisor with distribution and collection of technology devices loaned to program students. Maintains records of asset tag numbers, due dates, and communications with students regarding device return.
 10. Assists director with planning annual College for a Day (CFAD) event (in-person or online or both).
 11. Performs other duties as assigned.
- REQUIRED QUALIFICATIONS:** High school diploma or equivalency with minimum of 2 years' experience in an office setting. Proficiency in Microsoft Suite, data entry/management, strong organizational skills, attention to detail, and customer service. Holds a valid driver's license and has reliable transportation.
- PREFERRED QUALIFICATIONS:** Experience working in a diverse setting; bilingual preferred (Spanish, preferred); previous experience with LACES or SMARTT databases.
- EQUIVALENCY STATEMENT:** Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position.
- All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.**
- Pre-Employment Background check, including Criminal History will be conducted for all positions.
- TO APPLY:** Applicants interested in applying **MUST** submit the following documents online to:
www.hcc.edu
- Resume, Cover Letter and List of 3 Professional References with names, e-mail addresses, and phone numbers.

DEADLINE:

Screening will begin with applications received by **October 22, 2021**. Additional applications may be considered until position is filled.

Website: www.hcc.edu

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ACCREDITED BY THE NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES