

**ADMINISTRATIVE & OFFICE SPECIALIST II**  
**(OFFICE SERVICES ASSISTANT)**  
**BUSINESS DEVELOPMENT & CORPORATE TRAINING**  
**HAMPTON CAMPUS**  
(Restricted)

**Hourly Rate:** \$10.00 - \$11.00  
**Hours Per Week:** 30 (Part-time Position)  
**Hours of Duty:** Monday – Friday, 9:00 AM – 5:00 PM with occasional weekends  
**Position Number:** W0013

**QUALIFICATIONS REQUIRED:** High School Diploma or GED. Proficiency in creating and updating databases. Customer service/experience working as a receptionist. Experience creating and updating documents using Microsoft Word. Demonstrated oral and written communication skills. Excellent interpersonal skills. Successful related experience in a public setting. Ability to coordinate multiple tasks with accuracy. Must be able to work a flexible schedule to include some evening and weekend hours. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

**QUALIFICATIONS PREFERRED:** College coursework. Previous experience in higher education or an adult education office. Proficient in the use of Microsoft Office. Previous experience using PeopleSoft or similar SIS. Experience with apprenticeships.

**DESCRIPTION OF DUTIES:** Maintains Apprentice Related Instruction (ARI) database for all Workforce Development and provides customer service to internal and external callers and walk-ins. Provides students and the general public with information on apprenticeship and other TNCC programs. Answers calls regarding apprenticeship program, accepts requests for facilities use and classes. Mails, emails, and faxes individual items as requested by VCCS ARI program, customers and Workforce Development Offices. Assists in conference and event coordination as needed. Provides administrative support for instructors on site and assists in maintaining and distributing Instructor materials. Trains presenters and instructors in use of AV equipment and classroom computers. Uses MS Office and other appropriate software to prepare memos, certificates, letters reports, signs, labels and forms. Performs other duties as assigned to aid in the ARI program.

**APPLICATION PROCESS:** You will need to submit an online application for this position by visiting the following web site: <http://jobs.agencies.virginia.gov/applicants/Central?search=293>. We will only accept applications through this site. Paper copies, fax or e-mail applications will not be accepted. The deadline for applying for this position is **5:00 PM, November 13, 2009**.

*Thomas Nelson Community College is an Affirmative Action/Equal Opportunity Employer and actively seeks applications from women and minority candidates.*