



FT Administrative Assistant,
McCook Business and Community Education

MCC-BCE Admin Asst.-McCook Community College, a division of Mid-Plains Community College, Business and Community Education Department, is accepting applications for a full-time Administrative Assistant. Responsibilities include, but are not limited to, directly assisting McCook BCE Coordinator on delivery of BCE services, general office duties, use of social media for communication and promotional purposes, troubleshooting technology, knowledge/experience in Microsoft Office, assisting students/instructors, processing invoices and receipt of payments, specific program development, and coordination of BCE events. This position is accompanied by our full benefits package, details available at www.mpcc.edu

About us: Mid-Plains Community College, a legislatively designated 18-county district in West-Central Nebraska, is a comprehensive, open access, public, two-year community college system that offers associate degrees, diplomas, and certificates. MPCC consists of three main campuses, one located in McCook, Nebraska and two located in North Platte, Nebraska. Additionally, there are extended campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area. North Platte Community College is located in North Platte, Nebraska, a city of approximately 24,000 in rural southwestern Nebraska along the I-80 corridor.

Qualifications: Strong written and verbal communication skills, proficient in MS Office, possess a professional and positive office demeanor, provide exemplary customer service, be comfortable in public speaking, and work independently and with a team. This position is 40 hours, M-F, with weekends as needed. Hours will be primarily daytime and early evening. **PREFERRED:** Minimum of Associates Degree

Application Instructions: Send a (1) letter of interest, (2) current resume, (3) unofficial transcripts, and (4) a completed MPCC application form (available at www.mpcc.edu) to MPCC Human Resources, 1101 Halligan Drive, North Platte, NE 69101. Fax: 308-534-5770. Email: humanresources@mpcc.edu Only complete application packets will be considered. The position is open until filled. A review of applications will begin on **June 15, 2018.**

An EEO Employer/Educator.