



FT Administrative Assistant. Broken Bow Campus

FT Admin Asst: Mid-Plains Community College, Broken Bow Campus, is accepting applications for a **full-time** Administrative Assistant. Responsibilities include, but are not limited to, general office duties, use of social media for communication and promotional purposes, trouble shooting technology, assisting students/instructors, processing payments, specific community education program development, travel to other MPCC campus locations as needed, and assisting the Campus Coordinator. 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 community 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 Word/Outlook/ Excel, basic understanding of higher education and course delivery methods (online, hybrid, on-site, distance learning), be able to provide exemplary customer service, be comfortable in public speaking, have a positive attitude and be able to work independently. This position is 40 hours/week, flex hours, M-F, with weekends as needed. Specific hours will vary each semester, primarily daytime and early evening. **Preferred:** Minimum of an associate's 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.

Email: humanresources@mpcc.edu Fax: 308-534-5770. Only complete application packets will be considered. The position is open until filled.

A review of applications will begin on **January 3, 2019**.

An EEO Employer/Educator.

Mid-Plains Community College
1101 Halligan Drive
North Platte, NE 69101
308-535-3680
800-658-4308, ext. 3679

McCook Community College
North Platte Community College
Broken Bow, Ogallala, Imperial and
Valentine Community Campuses