



PT Administrative Asst.-Valentine

PT Admin. Asst.-Valentine: Mid-Plains Community College, Valentine Community Campus is now accepting applications for a part-time administrative assistant. Responsibilities include, but are not limited to receiving incoming calls, general office duties, customer service and assisting students with information and student registrations. This position is approximately 28 hours per week Mon-Fri. Position requires a flexible schedule as evening hours and occasional weekend coverage as needed.

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 campus sites in Broken Bow, Imperial, Ogallala and Valentine with satellite classrooms located throughout the Area.

Qualifications: Associates Degree preferred. Experience in MS Office (specifically Word and Outlook) is desirable, general office management skills, customer service experience, someone who is professional, organized, pays attention to detail, can trouble shoot issues and is a team player. For more information about this position, you may contact Carolyn Petersen at (402) 376-8033.

Application Instructions: Send a (1) letter of interest,(2) current resume, (3) a completed MPCC application form (available at www.mpcc.edu) and (4) Unofficial transcripts to MPCC Human Resources, 1101 Halligan Drive, North Platte, NE 69101. Fax: 308-534-5770 or email humanresources@mpcc.edu only complete application packets will be considered. **Review of applications will begin Friday Sept 21, 2018, but will be open until filled.**

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