



PT EMS Admin Asst.

Part-time EMS Assistant: Responsible for assisting EMS Coordinator with the management of CPR and EMS classes offered by the Northern Tier of MPCC. This includes producing documents for CPR cards, maintaining all CPR and EMS equipment, maintaining instructor and student records for American Heart and State of Nebraska inspections, delivering equipment to classes and serving as a receptionist for the EMS office. Position will be approximately 28 hours per week.

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: Applicant must have American Heart Association BLS Healthcare Provider (or above) certification. Health Occupations experience preferred.

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. Review of applications will begin on July 9, 2018.

An EEO Employer/Educator.