NOTICE OF POSITION VACANCY

DEPARTMENTAL STAFF ASSISTANT
Social & Behavioral Sciences

**Application Deadline:** November 21, 2014  
**Salary:** Commensurate with experience

**Minimum Qualifications:**
Associate's degree plus three years progressive secretarial or clerical experience; or equivalent combination of education and experience required.

**Duties and Responsibilities:**
Provide clerical and administrative support to the administration, staff and faculty of the Social and Behavioral Sciences Department. Assist in the timely completion of related administrative, departmental and campus-wide projects.

Application information is available at [www.chipola.edu/personnel/jobs](http://www.chipola.edu/personnel/jobs). Inquiries may be directed to Human Resources at pippenw@chipola.edu or (850)718-2269. Completed application, resume, and copies of college transcripts should be submitted to pippenw@chipola.edu or by mail to:

Chipola College  
Human Resources  
3094 Indian Circle  
Marianna, FL 32446

Candidates may be subject to background investigations which may include, but are not limited to criminal history, credit history, driver’s license, and/or previous employment and references.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran’s status, disability, gender, genetic information, marital status or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Inquiries may be directed to Karan Davis, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 184B, Marianna, FL 32446, 850-718-2205, davisk@chipola.edu