NOTICE OF POSITION VACANCY

DEPARTMENTAL STAFF ASSISTANT
Talent Search Grant *(half-time position)*
Student Affairs Department

*** CONTINUED EMPLOYMENT IS CONTINGENT UPON GRANT FUNDING ***

**Application Deadline:** August 28, 2015    **Salary:** Commensurate with experience

**Minimum Qualifications:**
Associate's degree (AA/AS) in Business or related field plus two (2) years administrative support/clerical experience; or equivalent combination of education and experience required. Degree and/or college coursework must be from a regionally accredited college/university.

**Duties and Responsibilities:**
Provide administrative support and clerical assistance for the Talent Search Program, compile data, maintain grant and program participant records, prepare reports and promotional materials for the Talent Search Program.

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