NOTICE OF POSITION VACANCY

SENIOR STAFF ASSISTANT
Admissions Office
Student Affairs Department

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

Minimum Qualifications:
Associate's degree (AA/AS) plus one (1) year administrative support/clerical experience; or equivalent combination of education and experience required. Admissions or Enrollment experience preferred. Degree and/or college coursework must be from a regionally accredited college/university.

Duties and Responsibilities:
Maintain and evaluate student records to determine eligibility for credit transfer, graduation or admission to Dual Enrollment, Early Admission, and other programs offered through Chipola College.

Application information is available at 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