



NOTICE OF POSITION VACANCY

CLERICAL ASSISTANT - OPS

Chipola Foundation Office

OPS (Other Personnel Services) - Part-Time Temporary - 25 Hours/Week

Application Deadline: Open Until Filled

Salary: Commensurate with Experience

Minimum Qualifications: High school diploma or GED required. Basic office and computer skills, such as Word and Excel, preferred.

Duties and Responsibilities:

Responsible for assisting Foundation staff with basic office functions, including but not limited to, basic computer skills (Word and Excel), copying, filing, answering phones, assisting walk-ins, and running errands on campus and other related duties as needed.

Application information is available at www.chipola.edu/about/administrative-offices/human-resources/job-openings/. Inquires may be directed to Human Resources at chabotn@chipola.edu or (850)718-2205. Completed application, resume, and college transcripts should be submitted 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, sex, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Inquiries may be directed to Wendy Pippen, Associate Vice President of Human Resources, Civil Rights Compliance Officer and Title IX Coordinator, 3094 Indian Circle, Building A, Room 183C, Marianna, FL 32446, 850-718-2269, pippenw@chipola.edu