



NOTICE OF POSITION VACANCY

HUMAN RESOURCES CLERK - OPS

Office of Human Resources

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

Application Deadline: Open Until Filled

Salary: Commensurate with Experience

Minimum Qualifications: High School diploma, G.E.D., or equivalent in education and experience plus two years clerical experience, or equivalent in education and experience.

Duties and Responsibilities:

Assists the Human Resources Department by performing routine clerical duties to include greeting visitors and callers; copying, scanning, and filing documents. Prepares, distributes, and maintains copies of routine correspondence, memoranda, check requests, work orders and other documents.

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