



## VACANCY POSTING NOTICE – January 31, 2025

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<b>Official Title of Position:</b>	<b>Administrative Assistant II – Science &amp; Technology Division</b>
<b>Annual Salary:</b>	<b>\$32,000.00 (12-month Contract)</b>
<b>Standard Hours:</b>	<b>37.5</b>
<b>Location:</b>	<b>On-site</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Academics – Division of Science &amp; Technology</b>

### **Job Location:**

Henderson Community College serves approximately 1,900 credit, dual credit, adult education, and workforce development students annually in a three-county region of Northwest Kentucky. The college also serves several counties in Southwest Indiana by offering in-state tuition. Henderson is one of 16 colleges in the Kentucky Community and Technical College System (KCTCS). The college and its faculty and staff are focused on student and community development and success. HCC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.

Henderson Community College is seeking a friendly and dedicated professional to serve as the Division Assistant for the Division of Science & Technology.

### **Position Duties/Responsibilities:**

- Provides routine administrative support for the Academic Affairs Division of Science & Technology.
- Provide support to the division Chair and Faculty of the Division of Science & Technology.
- Provide front desk coverage for the division. Promotes and provides a positive customer service experience for all visitors.
- Assist students with general inquiries and departmental referrals.
- Support communication outreach efforts via phone, letters, and/or texting messaging systems.
- Provide administrative support to the Chief Academic Officer when needed.
- Maintain all departmental supplies and materials. Work closely with the Business Affairs staff to ensure KCTCS policies and procedures are followed within the division.
- Provides administrative support to the division's committees including taking minutes and maintaining budget reporting.
- Maintains confidential materials associated with student records and faculty records.
- Demonstrates familiarity with computers and database programs; PeopleSoft, Microsoft Office (Word, Excel, PowerPoint).
- Other duties as assigned by supervisor.

### **Position Requirements:**

- Associate degree or equivalent - one to three years of related work experience.
- Able to work independently and in a team environment.
- Professional, Dependable, Self-Starter, and Positive, to promote and support the workplace culture at HCC.

**Application Deadline: Open Until Filled, we will begin reviewing applicants on February 7, 2025**

**To Apply:** Please visit our website to make an application online: <https://careers.kctcs.edu/henderson>

**In addition, please upload a letter of interest, resume, and transcripts.**

Applicants will be notified if selected for an interview. Search may be extended if additional candidates are needed.

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KCTCS offers an attractive work environment that supports excellence, innovation, and creativity. This position is a full-time, term-contraction is a full-time, term-contract position, with the expectancy of continuance based on performance. KY law requires state and national pre-employment background checks as a condition of employment.

The Kentucky Community and Technical College System is an equal educational and employment opportunity institution and does not discriminate on the basis of, race, religion, color, sex, gender identity, gender presentation, national origin, age, disability, family medical history, or genetic information. Further, we vigilantly prevent discrimination based on sexual orientation, parental status, marital status, political affiliation, military service, or any other non-merit-based factor.

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