



## VACANCY POSTING NOTICE – July 23, 2024

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**Official Title of Position:** Student Support Specialist I - Band 7  
**Department:** Student Affairs  
**Monthly/Annual Salary:** \$2,750.00 / \$33,000.00  
**Work Location:** On-Site

### **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 Student Support Specialist for the Division of Student Affairs.

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

- Provide front desk coverage for the Start Center
- Perform clerical duties to include typing, filing, copying, maintaining forms, scheduling appointments, and answering the main office phone
- Administer accommodation testing and external examinations such as the GED
- Assist students with general inquiries and departmental referrals
- Process admissions and registration records
- Support outreach efforts via phone, letters, and/or text messaging system
- Provide administrative support to the Dean of Student Affairs
- Maintains confidential materials associated with student records
- Demonstrates familiarity with computers and database programs; Microsoft Office (Word, Excel, PowerPoint)
- Other duties as assigned by supervisor

### **Position Requirements:**

- Ability to obtain Pearson Vue Test Administrator Certification within first 60 days of employment
- Associate degree and two years related work experience, or equivalent
- Professional and Positive, to promote and support the workplace culture at HCC

**Application Deadline: Open Until Filled, will begin reviewing applicants on August 2, 2024**

**To Apply:** Please visit our website for 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. The 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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