

Administrative Assistant to the Vice President for Academic Affairs

Administrative Assistant to the Vice President for Academic Affairs (VPAA). Cloud County Community College seeks an Administrative Assistant to the VPAA. This individual will perform administrative and office support services for the VPAA. Responsibilities include to provide advanced, diversified administrative support of a substantial and confidential nature; proactively solve problems and independently handle issues. This position is a full-time, KPERS-covered, position with a benefit package that includes health, dental, and vision coverage and paid leave time. E-mail a letter of application, a resume of educational and professional experiences, and the names and phone numbers of 5 references to cwilson@cloud.edu or sent to Human Resources, Cloud County Community College, 2221 Campus Dr., Concordia, KS 66901. The applicant review process will begin immediately and continue until the position is filled.

Cloud County Community College does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, and veteran status in the employment process. EOE.