POSITION: Administrative Specialist II-BCAS Division

STARTING SALARY: $21,484 ($21,484.00- $30,619.00/annually) Actual salary will be commensurate with experience. (ClassAA50/Slot0008/Band03). Position #084562-1

MINIMUM TRAINING AND EXPERIENCE: An associate degree in Automated Office Systems Technology, or a related field and/or high school diploma and two (2) years of administrative support experience. Ellucian/Datatel and webpage management related experience is a plus.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of current office procedures and practices, and extensive knowledge of microcomputer software applications. Knowledge and experience with Microsoft Office software. Strong data analytic skills the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to communicate orally and in writing, exercise judgment and discretion interpreting general college and division policies, work under pressure, and to write reports, business correspondence, and procedure manuals, effectively present information. Ability to use critical thinking, work independently with a variety of tasks simultaneously and to work with multiple individuals and must be able to adapt to change with ease and with a willingness to meet a challenge and to utilize interpersonal skills to deal effectively with students, faculty, and staff and respond to questions from leaders, students, faculty and the general public. Ability to work flexible hours. Ability to travel the tri-county service area.

SPECIFIC DUTIES

1. Responsible for coordination of book orders and entry of the division's data and maintenance of course information in the Datatel system. Responsible for creation of courses, including the distribution and collection of data for participating high schools, creating midterm and final grade reports, distributes and collects grade rosters for dual enrollment courses, collects dual enrollment data, works with high school personnel in coordinating students on the York Technical College campus and completes the State Dual Enrollment report. Responsible for rooms assigned to courses in the Astra system. Provides business, computer, and university transfer advising for BCAS students as needed.

2. Prepares tests, correspondence, brochures, syllabi and reports, answers phone line for multiple departments and the division office, routes calls as appropriate and relays messages as necessary, assists with mail and printing service distribution and serves as recording secretary for committees; communicates with classes when faculty are absent, and assists with correspondence – letters, certificates, invitation, program, collecting dues and fees for advisory teams and student groups, including Phi Theta Kappa (PTK) Organization and Sigma Kappa Delta fees. Responsible for processing Section Change forms, assists with BCAS Division payroll as needed, updating adjunct contact list each semester, processing withdrawal from class forms, handles general and routine faculty/students communications.

3. Provides business, computer, and university transfer advising for BCAS students as needed. Provides receptionist/telephone duties as required.

4. Troubleshoots, develops and improves office processes to gain effectiveness and efficiency and provides additional support within the division and performs other duties as assigned.
To apply, please complete an on-line employment application at www.yorktech.edu/hr or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until August 7, 2016.

YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.