

Division Administrative Assistant/Lab Assistant

Cloud County Community College is seeking a Division Administrative Assistant/Lab Assistant. Associate's degree required. Duties include assisting in lab operations (including the cadaver lab), inventory of lab equipment, purchasing of supplies, and minute taking for the Science and Math Departments. This position is a regular part-time (1820 hours annually), KPERS-covered, support staff position with a benefit package. Applications may be acquired by contacting the Office of Human Resources at (785) 243-1435. A completed application may be e-mailed to cwilson@cloud.edu or sent to the Office of Human Resources, Cloud County Community College, 2221 Campus Dr., Concordia, KS 66901. EOE.