

Administrative Assistant to the President/Clerk of the Board of Trustees

Administrative Assistant to the President/Clerk of the Board of Trustees. Cloud County Community College is seeking an Administrative Assistant to the President/Clerk of the Board. Associate's degree required; Bachelor's degree with two years of relevant experience preferred. Responsibilities include to provide advanced, diversified administrative support of a substantial and confidential nature; proactively solve problems and independently handle issues. Work is performed autonomously and with delegated authority to exercise discretion and judgment regarding matters of significance for the President and the Board. This position is a full-time, 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. The applicant review process will begin immediately and will continue until the position is filled. EOE.