TITLE: Part-Time Marketing/Alumni Secretary/Graphics Technician

DIVISION: Marketing/Alumni

SUPervisor: Director of Marketing/Alumni

BASIC FUNCTION: Part-time, up to 29 hours per week. To assist the Director of Marketing/Alumni in the daily operation of the Marketing/Alumni offices.

QUALIFICATIONS: Required – Diploma from a secretarial/office management training program, AAS degree from graphic design program, or three years of related work experience.

Copies of all academic transcripts should be included. Unofficial copies are acceptable at this time.

DESIRED CHARACTERISTICS:
1. Proficiency in use of database software, word processing, and other use of computers.
2. Excellent organization and communication skills.
3. Experience with InDesign or QuarkXpress.

DUTIES/RESPONSIBILITIES:

1. Perform receptionist functions.
2. Open and sort mail.
3. Type, edit, and mail news releases to selected media and place on website; at times assist in writing some of these releases.
4. Accept content for and update NCC’s portal, My Place.
5. Assist in editing and proofing quality control and appearance of all brochures, catalogs, viewbooks, reports, etc. that are printed and distributed to the public.
6. Maintain a filing system of records to document all Marketing/Alumni projects.
7. Coordinate bulk mailings.
8. Update alumni addresses in Datatel as needed.
9. Assist with the organization and coordination of on-campus meetings called by the Marketing/Alumni office.
10. Coordinate schedules and prepare display items for home shows, fairs, and parades.
11. Prepare request for payment documentation.
12. Prepare statements for internal bills.
13. Input content and format Continuing Education tabloid using InDesign or QuarkXpress.
14. Prepare weekly job postings. Email job postings to alumni, post to the web, and hang job postings around the college campus.
15. Gather information for and prepare the yearly Placement Report.
16. Serve on various college committees.
17. Assist with and perform other office duties and functions as directed by the supervisor.

The statements contained herein reflect general details as necessary to describe the essential job duties/ responsibilities and performance expectations of the job, which should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.
PHYSICAL ACTIVITY

N = Not Applicable  F = Frequent (34-66%)
O = Occasional (10-33%)  C = Constant (67-100%)

O Stooping: Bending body downward and forward by bending spine at the waist.
O Kneeling: Bending legs at knee to come to a rest on knee and hands.
N Crouching: Bending body downward and forward by bending leg and spine.
N Crawling: Moving about on hands and knees or hands and feet.
C Reaching: Extending hand(s) and arm(s) in any direction.
O Standing: Particularly for sustained periods of time.
C Sitting: Particularly for sustained periods of time.
O Walking: Moving about on foot to accomplish task, particularly for longer distances.
O Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, and outward.
O Pulling: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion.
O Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. (Include maximum pounds and example of what objects need lifting.)
O Grasping: Applying pressure to an object with the fingers and palm.
F Talking: Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
C Hearing: Perceiving the nature of sounds.
N Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (Include maximum height.)
N Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces, such as roofs, catwalks, etc.
C Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.
C Visual Acuity: View computer and/or close visual work less than 18” of distance.
O Travel: By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (transportation is provided by NCC).

ENVIRONMENTAL CONDITIONS

Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.
WAGE/SALARY RANGE: $8.70 to $9.70 per hour

APPLICATION CLOSING DATE: Applications accepted until the position is filled.

ANTICIPATED EMPLOYMENT DATE: January 3, 2011

APPLICATION PROCESS: If submitting by mail, allow sufficient time so that it is received by the closing date. Application screening and interviewing will not be done until after the closing date unless noted otherwise.

A Northwest Iowa Community College application form must be completed and submitted by the specified time. A resume may be included, but will not take the place of a fully completed application form. Do not state "See Resume" in place of completing the respective information requested on the application form. Please remember to sign your application. When indicated, copies of all academic transcripts must be included.

SELECTION PROCESS: Applications will be reviewed by the appointed selection committee. Only applicants with completed materials will be considered. Appointments will be scheduled with those applicants selected for interviewing. Interview travel costs are at the applicant's expense unless stated otherwise. All applicants will be notified in writing once the position is filled.

FOR INFORMATION CONTACT: Human Resources Office, Northwest Iowa Community College, 603 West Park Street, Sheldon, Iowa 51201; 712-324-5061, ext. 113, or 1-800-352-4907; or e-mail: sandy@nwicc.edu.