

Job Title: Administrative Secretary PT
Position Number: 3ADLESL-HNC-2
Campus: Harris
Department: Community Development and Outreach
Job Description: Responsibilities include but are not limited to: answering phones, greeting and assisting visitors, scheduling meetings, creating and maintaining spreadsheets, assisting with budgetary processes, managing and providing information about educational programs, managing contracts, creating and updating unit's files and other general and administrative and clerical duties as directed.

Requirements: Requires a high school diploma or GED and one year of office experience and great soft skills. Knowledge of a second language and experience working with diverse cultures is desirable.

Apply to: Send completed resume to Susana Hisel at Susana.hisel@cpcc.edu