

Job Title: Administrative Secretary, Sr. PT  
Position Number: 2INSTAD-HNC-6  
Campus: Central  
Department: Institutional Advancement (The Institutional Advancement office supports the CPCC Foundation by raising money for Students, Faculty and Staff of Central Piedmont Community College.)

Job Description: This position will include greeting callers and visitors to the CPCC Foundation, sorting and filing documents, and helping out with special events as needed. This position requires 15-20 hours per week.

Requirements: Excellent computer, telephone and interpersonal skills are required.

Apply to: Submit cover letter and resume to:  
[ginny.hastings@cpcc.edu](mailto:ginny.hastings@cpcc.edu)  
or Ginny Hastings  
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