Coastal Bend College is accepting applications for a full-time

ADMINISTRATIVE ASSISTANT to DEAN of WORKFORCE

Location: Pleasanton
Begins: 9/01/2016
Application Deadline: 8/19/2016

Function:
The Administrative Assistant will act as support for the Dean of Workforce. Responsibilities include, but are not limited to: providing exceptional customer services to students, staff, faculty, and the general public; completing basic office work (filing, word processing, messaging); maintaining the Administrative office and assisting all other departments. In addition, this position will also aid in any special projects and perform other duties as assigned.

Experience and Education:
Associate’s required.
Three (3) years’ increasingly responsible administrative or secretarial experience required. Experience in an educational setting preferred. Technical skills including proficiency in word processing, spreadsheets, and strong math skills preferred. Effective written and oral communication and interpersonal skills. Must possess a current Texas driver’s license and be insurable with the College’s insurance carrier.

In order to be considered for this position, your application packet must include the following:

1. A CBC [Classified Application] for employment, completed in its entirety
2. Resume with cover letter (optional)
3. Copies of all required licenses, if applicable
4. Copies of transcripts from all institutions attended

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.