WorKvcc Now!
Student Employment Program
POSITION ANNOUNCEMENT

DATE: January 12, 2016

POSITION TITLE: TRIO Office Assistant (Alfond Campus)

INSTITUTION: Kennebec Valley Community College (KVCC) is a 2-year comprehensive community college in the center of Maine serving approximately 2400 students from Somerset, Kennebec, and Knox counties and well beyond. In 2014, KVCC expanded its Fairfield-based operation to include a new 600-acre Harold Alfond Campus in Hinckley, Maine. KVCC’s Alfond Campus offers an unparalleled environment for inspiring new academic energy and innovative thinking. KVCC is a highly collegial environment emphasizing respect for employees, students, and the community we serve.

SALARY: Contract $10/hour; 20 hours week

QUALIFICATIONS:
Below are the required skills for a successful applicant:
- Maine state resident taking 9 credits or more
- Ability to work 20 hours a week, Monday through Friday, between the hours of 8 a.m. and 5 p.m. with occasional weekend and evening hours
- Comfort representing TRIO to both on- and off-campus constituents when professional staff are unavailable; as such, a TRIO student or a student with a background similar to the target population is highly desirable
- Ability to provide reception support (answering phones, taking messages, tending to walk-ins) and to manage multiple tasks at once
- An open minded, enthusiastic, customer service attitude; ability to lead when necessary and comfort taking initiative
- Punctuality, dependability, and excellent written and oral communication skills
- Working knowledge of MSOffice Suite and willingness to learn new skills
- Proficiency with general office tasks, including photocopying and scanning

RESPONSIBILITIES:
The person is responsible for providing exceptional customer service for KVCC’s TRIO program at the Alfond Campus. The successful candidate must demonstrate effective communication skills (both oral and written), comfort working with a wide variety of constituents, and a student-friendly approach. Duties may include but are not limited to answering the phone, managing the TRIO space when professional staff are out of the office, and assisting professional staff with additional projects as needed. This person must also maintain confidentiality with regard to any private data or information s/he may encounter. This person may occasionally be asked to assist with TRIO initiatives that are based on the Fairfield campus. There is a possibility for continued employment based on continued funding of this position after the 16 weeks.

APPLICATION PROCEDURE: Interested applicants should request an application from Marcy Gage:
mgage@kvcc.me.edu
Please return the completed application to the above e-mail.

Kennebec Valley Community College
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(207) 453-5000  Fax (207) 453-5108
Kennebec Valley Community College is an equal opportunity affirmative action institution and employer. Adaptive equipment is available upon request. For more information, please contact the Affirmative Action Officer at 453-5000.