



POSITION VACANCY ANNOUNCEMENT
Announcement Date: October 21, 2009

Interested Persons Contact: **Personnel Office**
Catawba Valley Community College
2550 Highway 70 SE
Hickory, NC 28602-9699
828/327-7000, Ext. 4103 or 4277
www.cvcc.edu

POSITION: Records Technician

PROPOSED START DATE: As Soon As Possible.

LAST DATE FOR RECEIPT OF APPLICATION: Open until filled.

All applicants are requested to submit:

1. A CVCC employment application form
2. Resume
3. Photocopies of transcripts

Applicant review to begin November 10, 2009.

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION: A.A.S. degree required.

EXPERIENCE: Office experience, with excellent computer knowledge. Experience in a college records office preferred.

PERSONAL TRAITS: Attention to detail; flexible; ability to multi-task and meet deadlines; ability to work with limited supervision; excellent customer service skills; team oriented.

JOB DESCRIPTION: Perform various functions as they relate to the Office of Student Records, including, but not limited to: data entry; reporting; document imaging; registration; filing; assisting students, staff and faculty, and other duties as assigned.

SALARY AND BENEFITS: Salary commensurate with education and experience. Employment benefits include retirement, hospitalization and dental insurance, vacations, holidays, and sick leave.

ALL ADVERTISED POSITIONS ARE CONTINGENT UPON AVAILABLE FUNDING.
ALL NEW FULL-TIME EMPLOYEES PAID BY DIRECT DEPOSIT ONLY.
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION