



Administrative Assistant to the

Director of Admissions, Marketing and Community Relations

Pay Grade: 3

Gogebic Community College is seeking candidates for a full-time Administrative Assistant to the Director of Admissions, Marketing and Community Relations. This position reports to the Director of Admissions, Marketing and Community Relations within the Student Services Department. The pay grade for this position is a Grade 3, starting hourly rate of \$15.76. The College offers a generous benefits package including Health/Dental/Vision insurance, retirement benefits, and employee paid leave programs. It is important that there is recognition, acceptance, and adherence to the community college mission and philosophy from our candidate.

Essential Duties and Responsibilities:

- Monitor department phone line by answering inquiries from the public, community members, as well as potential and current students.
- Process all applications for admission to the college via mail-in, on-line, off-campus and in person.
- Review for completeness and process all student applications for admission and create, maintain, and continually update the student file with any changes or document additions.
- Process Nurse Aide, Continuing Education, and Workforce Development course applications to begin workflow to Business Office and Student Services.
- Record student program and advisor changes.
- Order and distribute cap and gowns for all graduates and new staff. This includes working with sales representative from cap/gown vendor and retain purchase agreement.
- Assist as needed with planning and coordination of college events such as College Day, Graduation, Orientation, etc.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Proficient in Microsoft Suite.
- Excellent oral, written, and telephone communication skills and professional etiquette.
- Ability to work independently and in a team environment.
- Ability to multi-task in a fast-paced office.

Minimum Qualifications:

- Associate Degree required.
- 2-3 years customer services experience in an office environment required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use a computer; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Don't just work here... Live here.

About Our College:

Gogebic Community College is more than a place to work. It's a place to be. As an Aspen Award finalist and the premier provider of quality two-year education in Michigan's Upper Peninsula, Gogebic employs a community college approach in delivering university-level quality. Gogebic supports more than 1,000 students with small class sizes and an outcome-focused philosophy. Gogebic Community College's "Go BOLD" motto prescribes a dynamic environment in which students and employees alike are supported as they do great work, live adventurous lives, and build extraordinary futures.

About Our Region:

A few miles north of ordinary lies the Upper Peninsula's Gogebic region. Amid nearly a million acres of natural beauty in the Ottawa National Forest, Gogebic is a wonderland for work and a paradise for play. Our dazzling region, known for world-class fishing, hiking, skiing, biking, snowmobiling and outdoor adventuring, represents one of Michigan's last unspoiled gems.

A Bold Place to *Work*...

Gogebic is more than a community college... It's a college community—known for supportive leadership and dynamic, down-to-earth employees. A community institution at the heart of our region's workforce, the College and its graduates uplift not only local economies, but those throughout Michigan, and beyond. Combining high standards with a "serving the top 100%" approach, Gogebic Community College is a place to make a stand for your career...and make a difference in the lives of students.

A Bold Place to *Ski*...

Gogebic Community College is the only college in the United States hosting an on-campus ski resort. Home to GCC's nationally renowned Ski Area Management program, the Mt. Zion Recreational Complex is a professionally managed and maintained public ski facility featuring a state-of-the-art lift and 300 feet of vertical.

A Bold Place to Be...

The Gogebic region provides a stunning, million-acre backdrop on which to explore adventure, connect with nature, and discover yourself. Located four hours from the Twin Cities and six hours from Chicago, Gogebic residents get the best of both worlds: small-town connectedness, with access to big-city culture. Local hiking, biking, skiing, and snowboarding trails include the North Country Trail and the famed 1,200-mile Iron Belle Trail, as well as routes traversing Black River Harbor, the Porcupine Mountains, Sylvania wilderness, and the Ottawa National Forest. With a persistent economy driven by a mix of construction, manufacturing, tourism, transportation, and retail, the region boasts a stable workforce, with skilled positions paying living wages.

Gogebic's Mission

Gogebic Community College is a learning community that contributes to academic, cultural, economic, and social success for our students and region.

Application Process

Applications will be accepted until January 24, 2022.

Interested individuals should submit a portfolio containing all five of the following in one email or mailed envelope to HR:

- 1. a letter of interest**
- 2. a detailed resume**
- 3. three references with current contact information**
- 4. [GCC Application for Employment](#)**
- 5. unofficial transcripts (official transcripts are required before employment)**

Please send candidate portfolio, containing the above items, via email or in a mailed envelope to:

Director of Human Resources, Ashley Paquette
Gogebic Community College
E4946 Jackson Road
Ironwood, MI 49938
(906) 932-4231 ext. 324
ashleyp@gogebic.edu

Gogebic Community College is an equal opportunity educator and employer.