



UNIVERSITY OF
RIO GRANDE
& RIO GRANDE COMMUNITY COLLEGE

Part-Time Support Specialist
Rio McArthur Center

Rio Grande Community College is seeking applicants for the part-time position (approx. 24 hours/week) for an evening shift Support Specialist at the McArthur Center, located in McArthur, Ohio. Reporting to the Director of the McArthur Center, the Support Specialist's responsibilities will include, but not be limited to, providing administrative support to the Center, working with prospective and current McArthur Center students, faculty and staff, and using technology to ensure an active and effective learning environment.

Essential Duties:

- Provide administrative support to the Center Director
- Assist students with the admissions and financial aid process
- Coordinate administrative support functions with the Rio main campus
- Assist with scheduling of rooms and events at the McArthur Center
- Monitor and coordinate office and instructional supplies
- Utilize institutional information system in assisting students and staff
- Troubleshoot technical problems as needed to support students and staff
- Responsible for facility closure each evening

Position Qualifications:

Associate's degree in Office Technology, Business, or related field is preferred. Preference will be given to applicants with previous experience in an office or educational setting. Qualified applicants must be able to demonstrate the ability to be trustworthy and reliable. Must be able to work well with a diverse student population including first generation college students. Successful candidates must have a working knowledge of Microsoft Suite office products and be able to demonstrate computer competence.

APPLICATION INSTRUCTIONS:

Applicants must submit a letter of interest which highlights their written communication skills, updated resume which details their qualifications, and the names and contact information of three professional references to:

Ms. Rebecca Long
Vice President of Student and Administrative Affairs
Rio Grande Community College
Email: HR@rio.edu
Fax: (740) 245-5266

Review of applications will begin immediately. Position is open until filled. Background check required prior to hire. For additional information about Rio, please visit: www.rio.edu.

The University of Rio Grande/Rio Grande Community College is America's unique private/public institution of higher education designed to provide learners the opportunity to attain a high-quality, high-value education. Our personalized, learner-centered environment promotes successful lives, careers, and responsible citizenship. Rio is an Equal Opportunity Employer.