

Position Opening

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Casper College is an Equal Opportunity Employer. The college is committed to the philosophy of equal opportunity in education and employment and does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or military service. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Casper College, Office of Human Resources, 125 College Dr., Casper, WY 82601; 307.268.2634, or to the U.S. Department of Education, Office of Civil Rights, Region VIII, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582; 303.844.5695 or 303.844.3417. This publication will be provided in an alternative format upon request.

**Sharon Bell, Director Human Resources
Affirmative Action Officer**

Casper College ...

Education for a Lifetime

Founded in 1945, Casper College is Wyoming's largest and most comprehensive two-year community college serving 1900 full-time and 2200 part-time students. With 160 full-time and 120 part-time faculty members, the college has developed a national reputation for its academic standards and outstanding career programs. Offerings include nearly 100 degree, technical and career programs. The college's 28 buildings on more than 200 acres overlook the city of Casper, population over 60,000.

Office of Human Resources
125 College Drive, Casper WY 82601

Academic Assistant (two positions)

Casper College has openings for academic assistant positions, one in Fine Arts Division and one for Division of Business.

Duties Include:

- Serve as the initial contact for the respective Academic Division; receive, screen, and assist telephone callers and visitors and perform college related clerical and general office duties.
- Assist faculty with preparation of course materials, syllabi, exams.
- Maintain division and department information for various publications.
- Create, compile, and maintain databases and reports, division website content; prepare class schedules for division offerings.
- Maintain department and division records including budget information.
- Process requisitions, purchase card statements, and work orders; maintain inventory of office, laboratory, and classroom supplies; assist with purchase of equipment; requisition keys.
- Hire, train, and direct work study personnel for division office.
- Maintain current knowledge of a wide variety of policies, procedures, regulations, current office practices and computer/technology applications.
- Significant additional duties specific to academic division.

Qualifications:

- Associate's degree or equivalent college education in business related field
- Three years related experience with office management and customer service
- Demonstrated ability to communicate effectively
- Computer proficiency in multiple software applications
- Ability to work independently; identify and solve problems; maintain confidential records; monitor budgets; organize and prioritize work
- Demonstrated ability to establish and maintain effective working relationships with a variety of people

To apply please submit:

- Completed Casper College Applicant Data/Release form
- Current resume and copies of transcripts
- Letter of interest addressing specific qualifications for position

Announcement date: May 6, 2008

Applications accepted through: May 30, 2008

Desired starting date: July 1, 2008

Compensation: Starting annual, \$33,691

NOTE: This is a 12 month position, 40 hours per week, eligible for full benefits.



www.caspercollege.edu
307.268.2727 fax 307.268.2065