

JOB DETAIL

Job #: 0156

Position: Administrative Assistant I, Academic Dean (Health Occupations)

Location: New Port Richey Campus

Appointment type: Full time

Compensation: \$12.49 per hour

Date posted: February 2, 2012

Application deadline: February 17, 2012

DESCRIPTION: YES

BENEFITS: YES

Required qualifications: Standard high school diploma or GED; must have experience at taking conference and seminar minutes and in editing written materials, spelling, grammar, and punctuation; must have excellent communication skills; computer skills; satisfactory criminal history background check; must complete the following skills tests: Keyboarding: 45 Net Words Per Minute (NWPM) with 95% accuracy; Proofreading 1: with 70% accuracy; Advanced Editing / Formatting from Rough Draft: with 70% accuracy. Applicants who claim a right of Veteran's Preference must upload documentation of eligibility and attach it to their online application before midnight of the application deadline date.

Applicants selected for interview must have passed the above tests within the last 24 months (effective 4/1/10), or be tested for the above tests, to be considered for this position. A PHCC representative will contact chosen applicants, to schedule a time for testing, if necessary.

APPLY ONLINE no later than the February 17 application deadline at www.phcc.edu/jobs.

ALL SUPPLEMENTAL / ADDITIONAL APPLICATION MATERIAL MUST BE UPLOADED VIA THE ONLINE APPLICATION SYSTEM. The supplemental / additional application materials required are: (1) a cover letter, (2) a current resume, (3) DD-214 (if claiming veteran's preference), and **must** be uploaded and attached to the online application **before midnight of the application deadline date.**

ALL APPLICANTS MUST SUBMIT AN ONLINE APPLICATION, COVER LETTER, RESUME AND VETERAN'S PREFERENCE DOCUMENTATION (IF APPLICABLE) NO LATER THAN FEBRUARY 17. For help with online applications, contact the Human Resources Office at 727-816-3169 or 727-816-3425.

EOE/ADA Compliance