

## JOB DETAIL

**Job #:** 0158

**Position:** Senior Office Assistant, Student Development

**Location:** West Campus, New Port Richey

**Appointment type:** Full time

**Compensation:** \$11.45 per hour

**Date posted:** February 3, 2012

**Application deadline:** February 17, 2012

**DESCRIPTION:** Yes

**BENEFITS:** Yes

**Required qualifications:** Standard High School Diploma or GED; must be able to perform general office work with special emphasis on clerical experience, customer service, and communication skills; satisfactory criminal history background check; must be able to work at least one evening per week; must complete the following skills tests: Keyboarding: 35 NWPM with 95% accuracy; Data Entry 1 – Vendor: 6,200 keystrokes per hour with 95% 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.

**Preferred qualifications:** Word processing skills, excellent customer service skills, computer literacy, and ability to work in a fast paced work environment.

**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](http://www.phcc.edu/jobs).

**ALL APPLICANTS MUST SUBMIT AN ONLINE APPLICATION NO LATER THAN FEBRUARY 17.** For help with online applications, call 727-816-3169 or 727-816-3425.

EOE/ADA Compliance