

**OFFICE OF HUMAN RESOURCES**  
**803-981-7259**  
**803-327-8037**  
**803-981-7711 FAX**

**POSITION: Office Manager (Administrative Assistant)- Health & Human Services Division**

Position# 108996 (ClassAA75/Slot0002/Band04)

**STARTING SALARY:** - (\$28,215.00-\$40,209.00) Actual starting salary will be commensurate with experience. State Salary Range: (\$28,215.00-\$52,203.00)

**MINIMUM TRAINING AND EXPERIENCE:** A bachelor's degree and one (1) year of administrative work experience or an Associate degree in AOT or related field with three (3) years of experience, or a high school diploma and five (5) years in a similar office environment and one year of supervisory experience or any equivalent combination of education, training, and experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of Microsoft Office, Adobe, and College administrative software. Excellent teamwork and oral/written communication skills. Proficiency in office management. Maintains accuracy and meets deadlines with frequent interruptions. Excellent computer skills. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public. Ability to demonstrate professionalism and maintain confidentiality. Ability to supervise others. Ability to successfully manage multiple projects. Ability to work in an office environment with high traffic flow. Ability to work for extended periods of time at a computer or desk. Ability to travel the tri-county service area.

**SPECIFIC DUTIES:**

- 1.** Serves as Office Manager for the Health and Human Services Division. Provides administrative support for the Health and Human Services Division. Completes all written work (forms, letters, course materials, accreditations reports and other documents) in proper format and with accuracy. Maintains internal and external correspondence for the division including routing to proper persons. Maintains accurate and updated division files and clinical affiliation agreements. Coordinates annual updates to the College Catalog and Handbook. Develops and updates webpages for HHS departments.
- 2.** Provides support to division faculty by verifying faculty attendance daily and meeting classes when instructors are absent; assists in organizing and presenting information for departmental self-studies for professional program accreditation; coordinates and prepares contracts with clinical affiliates for the division and completes contract assignments for adjunct faculty work agreements, provides telephone coverage.
- 3.** Provides assistance to the Associate Vice President of Health & Human Services in producing reports, managing multiple projects, and other designated activities. Coordinates arrangements for division and departmental meetings; records and maintains minutes. Coordinates workshops and advising. Assign advisors to students. Directs and assists students in registering through Web Advisor. Maintains and monitors assigning all rooms for the Health & Human Services Division for classes and then works with other college personnel in the securing of rooms for other York Technical College classes/functions using ASTRA. Enters course data into the computer system-Datatel to ensure class schedule for registration is accurate and submitted per designated timelines; Coordinates divisional data with the IE office, Information Management, and Registrar. Provides

reports for review by the Associate Vice President.

**To apply, please complete an on-line employment application at <https://yorktech.edu/Human-Resources/Career-Opportunities/> or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until May 25, 2022.**

**YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.**

**SOUTH CAROLINA LAW PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR DISABILITY. PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.**