Administrative Support Specialist

Employer

Butler Community College
Winfield, KS

Job Description

Job Location: Winfield
Position Type: Full Time
Salary: Starting at $19.16

Job Summary:
Butler Community College is seeking an Administrative Support Specialist for it's Winfield location. The Administrative Support Specialist will be responsible for providing: 1) administrative and technological support for the Butler of Winfield Program and 2) virtual administrative support for the Department of Allied Health. This position will report to the Dean and/or the Associate Dean of Health, Education and Public Services, and will provide administrative and technological support to faculty and students of the Butler of Winfield Nursing Program. This position will also assist the IS-System Specialist with routine installation, setup, maintenance, troubleshooting, and upgrades to computer software and all multimedia equipment within the classrooms, labs, and simulation settings at all of the Butler of Winfield sites. The Administrative Support Specialist will also provide administrative assistance to faculty of the Department of Allied Health and work collaboratively with HEP administrative assistants to support the needs of the division. A capacity for independent judgment, clear communication, and a thorough knowledge of general college and regulatory operations is necessary. Butler Community College offers a very generous benefits package. The benefits applicable to this position include: - Generous employer contribution toward health/dental insurance -Employer paid life insurance - Employer paid LTD insurance -KPERS retirement -Generous paid time off (vacation, sick, personal, professional and holidays – including time off during spring break and winter break) -Butler tuition exemption (self and immediate family) -Supplemental insurance coverages (employee paid)
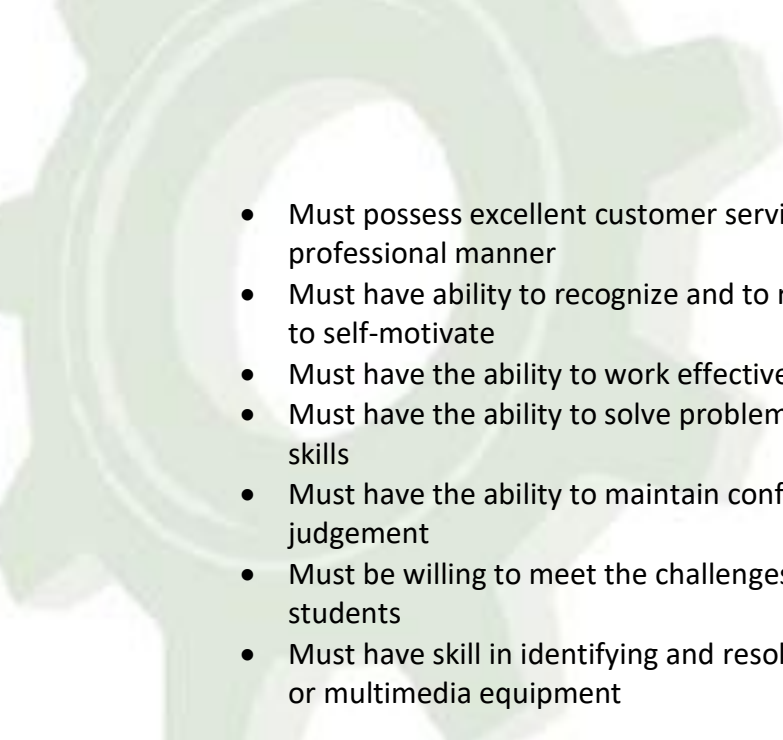
Qualifications:
The applicant may be requested to authorize the College to procure a consumer report(s) for employment purposes.
We regret that the College is unable to sponsor employment Visas or consider individuals on time-limited Visa status.

Required Knowledge and Skills:
- Must possess strong oral and written communication skills with individuals and groups of students, faculty, staff, and outside vendors; including telephone etiquette

- Must possess excellent customer service skills to serve customers in a positive and professional manner
- Must have ability to recognize and to re-evaluate priorities independently and the ability to self-motivate
- Must have the ability to work effectively in teams
- Must have the ability to solve problems and demonstrate effective decision-making skills
- Must have the ability to maintain confidentiality and exhibit maturity and good judgement
- Must be willing to meet the challenges of a busy office and demanding staff and students
- Must have skill in identifying and resolving problems with computer hardware, software or multimedia equipment

Required Experience:
- Strong knowledge of PC software including Microsoft Office Suites
- Advanced computer skills or experience working with an ERP (Enterprise Resource Planning database software)
- Relevant certification in computer science, information systems, or a related discipline
- Related experience in customer or technology support; 2 years minimum

Required educational background:
- Associates degree required (or in progress for completion)
- 2 years of related experience in an education or health sciences environment

To apply: Apply directly to Butler's online employment portal:
https://employment.butlercc.edu/postings/9643