



NOW HIRING

OPS Office Assistant

Communications and Humanities



A completed Tallahassee Community College (TCC) OPS employment application form must be submitted to Human Resources, 444 Appleyard Dr., Tallahassee, FL 32304-2895. Résumés are supplemental to the application. Human Resources hours: 8 A.M.- 5 P.M., Monday - Friday.

Click the link below to access the TCC OPS Application.

www.tcc.fl.edu/about_tcc/human_resources/employment/vacancy_information/tcc_employment_applications

Acceptance of Applications will continue until the position is filled

Due to the nature of this position current TCC students will not be considered for this position.

Position Title: OPS Office Receptionist

Department: Communications and Humanities

Hours: 2:00 pm – 7:00 pm Monday-Thursday (total of 20 hours per week)

Hiring Salary: \$9 per hour

Contact: Dr. Marge Banocy-Payne at 201-6070

Major Function: The person in this position provides office/clerical assistance to Communications and Humanities Division Staff and Faculty to include: answering multi-line phone and directing calls to appropriate areas, serving as the division receptionist, performing various clerical duties including using a PC and typewriter, filing documents, processing and distribution of incoming mail, performing daily campus deliveries, and other duties as assigned.

Due to the nature of this position current TCC students will not be considered for this position.

Minimum Training/Experience: High school diploma or its equivalent and one year of office/clerical experience. Preference given to applicants with experience using Microsoft Word, the Internet and email.

Successful Applicants will Demonstrate the following: Knowledge of basic office practices and principles. Ability to enter data into database systems. Ability to work with confidential information and understanding that it is essential that information remain confidential. Ability to communicate effectively verbally and in writing.

***** An Equal Opportunity/Affirmative Action Employer *****

Equal Opportunity will be afforded regardless of race, color, ethnicity, religion, national origin, political affiliation, age, an individual's disability, gender, genetic background or marital status. All persons are encouraged to apply.