MC MONTGOMERY COLLEGE

Current Openings as of June 7

Department	Type of Need	Skills Need
Academic Affairs, SVP Office	**Administrative Work Processes** Administrative work using MS Office Word/Excel and Curriculog (the College's curriculum management application). Create and update Word documents, create/modify Excel spreadsheets that track detailed information, format syllabi from Word to .txt format for upload to the ARTSYS database, compare lists of information in Excel, possibly create proposals in Curriculog.	Strong technical skills; meticulous attention to detail. Skilled in in MS Office Word and Excel. Will train on Curriculog application. Data Entry, Administrative Support
Academic Affairs, Visual Stem Learning Center	Host a Zoom tutoring room, facility with Zoom, minimal tech skills, good communication skills. Technology Support, Customer Service/Phone calls.	Stable internet access, computer (laptop or PC) with camera and microphone
Academic Affairs, SVP Office	Administrative/Achieving the Promise Academy "Monitor ATPA email inbox for requests -Data entry -Preparing documents "	"Familiarity with Microsoft Office and 365 tools Comfortability with basic software applications Data Entry, Administrative Support, Customer Service/ Phone Calls "
Academic Affairs, VP&P Office	**Administrative/Computer Lab** Overseeing check in and out of open computer lab. Making sure safety protocols are followed.	Minimal use of WC Online, scheduling software (will provide training) Keeping good records - recording arrival and departure times. Follow/enforce safety protocols. Administrative Support. Customer Friendly.
Dean, Communication Studies, ELAP, and Linguistics	Complex administrative, technical, and secretarial support to the dean, facilitating the administrative procedures related to the instructional programs. Responsible for leading, organizing, and carrying out assigned office activities to include Athenaeum events. Assigned administrative support tasks as distinct from routine secretarial/clerical decisions may involve technical decisions, applying policies, rules, and regulations to process actions (i.e., budget, personnel, purchasing); research information in the files and providing the results to the supervisor; and maintenance of unit financial records and web page(s). The incumbent in this position communicates with others throughout the College and external entities to obtain and provide information, arranges appointments and staff schedules, and organizes office routines.	Knowledge of MC office support platforms and procedures including Banner and Outlook. Knowledge of office support procedures and practice; English usage to include spelling, grammar, writing styles and formats; mathematical computations and techniques needed to collect, organize, and report information/data in a narrative or statistical format; record keeping principles and procedures; and, PC hardware. Skill in using PC software and office applications. Ability to draft written correspondence, interact with the public and staff, and manage multiple projects. Administrative Support.
Office of Equity and Inclusion (Central Services)	**Event planning** Manage the logistics of virtual and in-person events. Please contact me before assigning someone to this position.	Knowledge of general logistics and Montgomery College specifics for planning virtual, and in the future in-person, events including publicity - creating flyers, using in-house and community-wide communication vehicles, use of Zoom, graphic design in a virtual environment, coordination of speakers, etc. Remote Working Status): Laptop or desktop PC, access to Internet, Microsoft Office Suite, Adobe Creative Cloud
Office of Equity and Inclusion	**Multi-Media/Communications** Create a Social Media presence for the Office of Equity and Inclusion on of Facebook, Twitter, and Instagram - Please contact me to discuss before assigning someone to fill this position.	Social Media expert with working knowledge of Facebook, Twitter, and Instagram to manage office's social media presence. (Remote Working Status): Laptop or desktop PC, Internet access
Office of Compliance, Risk, and Ethics	**Workflow Processes Development** Prepare workflow processes by interviewing business owners and end users. Create Visio diagrams of workflow processes. Collect and collate data and statistics by creating data reports or requesting data from departments.	"Visio Microsoft Excel Pivot Tables Microsoft Excel Tables and Charts Interview and inquiry skills Critical thinking Data analysis Data Entry, Administrative Support, other Technology Applications, Customer Service/ Phone Calls, Functional Area Support"
Environmental Safety	**Website Administration** Website maintenance, creating new web pages for the EHS Steering Committee and Sub-committees, posting related documents, agenda, meeting schedule etc.	Web page design, communication in written and social media, creative and artistic abilities to use photographs and other media. Technology Support.
Student Affairs	**Creating Videos** The assignment is to create short "how to videos" for the Office of Records and Registration. Videos will include topics on 1) how to use the waitlist; 2) how to register and pay; and 3) how to complete specific forms. The videos will need to contain audio, video, graphic design, and closed captioning. The person identified will work with the department to identify the context and script for each video as well as execute recording, editing, and finalizing each project.	Knowledge of MS Office and video recording software. Skills in editing, drafting, transcribing, recording (voice over) and graphic design. Must be proficient in English usage to include, speech, spelling, grammar, writing styles and formats. Technology Support. Access to recording technology (microphone). Access to computer and video recording software. Access to Zoom to communicate with the Records and Registration team.
Student Success Network	**Note-Taker** The Student Success Network, co-chaired by Dr. Brown and Dr. Rai, has need of a note-taker at our monthly meetings. There is an update to this request. The meetings are now being recorded, so the person does not need to attend the meeting in person. We will also provide a template and examples for meeting minutes.	Listening, note-taking, typing, editing, critical-thinking, timely. Administrative Support.