



APPLY NOW

## Classified III, Administrative Assistant – Associate Dean of Instructional Services – Century City Center

**Job Summary:** See [Job Description](#).

**Contract/Salary:** 12 month contract; salary \$23,615 annually. Position is available immediately. This position is subject to criminal background check. Cover letter, resume and transcripts required in addition to application. Email to [hdavid@vernoncollege.edu](mailto:h david@vernoncollege.edu) or fax to 940/553-1506. **Applications that are incomplete and/or missing documentation will not be considered.**

**Required Education:** High school diploma or GED. AAS in Administrative Office Tech, or business related field preferred.

**Required Experience:** 5 years of administrative assistant duties/experience. Excellent interpersonal and communication skills. Strong MS Office skills. Very detail/task oriented with strong organizational and time management skills. Able to work independently and efficiently.

**Closing Date:** Until filled

**Apply:** Please complete the general online application on the Employment page of the Vernon College website.

**This is a security-sensitive position and is subject to a criminal history record. Criminal history records will be used only for the purpose of evaluating applicants for employment in security-sensitive positions. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Vernon College

4400 College Dr. | Vernon, Texas 76384 | 940.552.6291 | [vernoncollege.edu](http://vernoncollege.edu)