

The



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The Mountain Empire Community College official
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VACANCY ANNOUNCEMENT

Administrative Office Specialist II, position number WA004, part-time, 25 hours per week, \$9.65 per hour, in the Office of Institutional Advancement.

Experience in the following areas is required: knowledge of office practices and procedures; proficient computer skills to include experience with Microsoft Word, Excel, and database management; basic bookkeeping skills; excellent telephone and interpersonal skills; ability and confidence to compose correspondence and to interpret and follow oral and written instructions with minimal supervision.

Some duties include: generating letters and receipts; depositing cash and checks; creating and maintaining donor records and mailing lists; compiling accurate minutes; purchasing through eVA.

For a more detailed description of job duties and responsibilities, please visit the Employment Opportunities page on the Mountain Empire Community College web site at <http://www.mecc.edu/employment.htm>.

To apply, submit a Commonwealth of Virginia Application for Employment form no later than **Wednesday, January 23, 2008**, to the Human Resource Office, Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, telephone (276) 523-2400. The application form may be accessed at <http://jobs.state.va.us/eo-appl.htm> or obtained at the college or at any state agency.

Mountain Empire Community College is an Affirmative Action/Equal Employment Opportunity Employer. Minorities, females, veterans, and persons with disabilities are encouraged to apply. Documents verifying identity and eligibility to work in the United States must be presented upon employment. Selected applicant will be subject to a background check as a condition of employment.

LINDSEY WILSON COLLEGE ON CAMPUS

Lindsey Wilson College School of Professional Counseling Coordinator Beth Boggs now has an office on the MECC campus. Come by and say hello. She is located in the Community Relations Office in R207.



**Beth Boggs, Coordinator
Lindsey Wilson College School
of Professional Counseling**

*Many ideas
grow better when
transplanted into
another mind than
in the one where
they sprang up.*

Oliver Wendell Holmes

Source: *Quote A Day*