



Notice of Position Vacancy

OPS Departmental Staff Assistant Math & Natural Science

*OPS - Part-Time Temporary
Monday – Thursday / 8:00 am – 3:00 pm*

Application Deadline: Open Until Filled

Salary: Commensurate with experience

Minimum Qualifications:

Requires an Associate's Degree plus three years progressive secretarial or clerical experience; or equivalent combination of education and experience.

Degree and/or college coursework must be from a regionally accredited college/university.

Duties and Responsibilities:

Provides clerical and administrative support to the administration, staff and faculty of the Math and Natural Science Department. Assists in the timely completion of related administrative, Departmental and campus-wide projects.

Inquires may be directed to Human Resources at chabotn@chipola.edu or (850)718-2205. Application information is available at: www.chipola.edu/about/administrative-offices/human-resources/jobs-openings. Completed application, resume, and college transcripts should be submitted to:

Chipola College
Human Resources Office
3094 Indian Circle
Marianna, FL 32446

Candidates may be subject to background investigations, which may include, but are not limited to criminal history, credit history, driver's license, and/or previous employment and references.

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

Inquiries may be directed to Wendy Pippen, Associate Vice President of Human Resources and Equity Officer, 3094 Indian Circle, Building A, Room 183C, Marianna, FL 32446, 850-718-2269, pippenw@chipola.edu.