



BAY MILLS
Community College

12214 W. Lakeshore Dr. Brimley MI 49715
Hours: Mon-Fri 8-4:30pm | 1.906.248.3354

BAY MILLS COMMUNITY COLLEGE is seeking an Administrative Assistant to the President's Office.

This employee will perform multiple office functions in support of the Executive Assistant to the President and the Director of Information Technology including coordinating the flow of information, correspondence, web page support, meeting minutes, administrative documents, and data reporting. Responsible for maintaining electronic schedules of meetings, travel, and other activities. The position requires the exercise of initiative, independent judgment, and a high degree of discretion and confidentiality.

Qualified applicants would have an Associate's Degree in Office Administration, Computer Applications, Information Systems or related field that would provide software expertise for the efficient flow of information and processing of data. Additionally, the employee should have a minimum of three years' experience working in an office setting. The applicant should have experience with Drupal, SharePoint, and other record storage software.

Interested candidates must submit .pdf file containing a letter of application, resume, copy of tribal identification (if applicable), and copy of transcripts (official transcripts are required upon hire) to Stacey Walden, Human Resources Director, Bay Mills Community College, at swalden@bmcc.edu. All candidates are subject to skills testing.

Application deadline is **December 4, 2017**. Position starts January 2, 2018.

For more information, visit www.bmcc.edu or call 906-248-8426.

Bay Mills Community College is an equal opportunity/affirmative action institution. In accordance with the Indian Preference Act, PL 88-352 Section 707 (1) July 2, 1972, BMCC may grant first consideration for employment to Native Americans. (Documentation required).

In accordance with the Clery Act, Bay Mills Community College's annual security and fire safety report is available online, at the front desk in the Administration Building, or the Human Resources Department upon request. This document provides information about reporting emergencies and crimes, emergency response and preparedness, timely warnings, and crime statistics for the last three years.