



**BC3 @ LINDENPOINTE SECRETARY
POSITION ANNOUNCEMENT**

Butler County Community College (BC3) is currently accepting applications for the position of BC3 @ LindenPointe Secretary. This is a regular full-time position that will begin immediately. Day and evening hours required. May vary based on need.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. Our BC3 @ LindenPointe site is located in Hermitage, PA. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going “all in” for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. BC3 offers over 100 courses in online and distance education. In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training.

Reporting to the Director of BC3 @ LindenPointe, the BC3 @ LindenPointe Secretary is to provide secretarial and organizational support to the Director of BC3 @ LindenPointe and staff. This position requires extensive secretarial skills such as typing, word processing, data entry, filing, copying and maintaining an efficient and organized office. To receive, review and process paperwork required by the College pertaining to student’s application, registration, etc. for credit and non-credit offerings. To respond to all requests for information by the public. It is critical to have excellent communication skills and the ability to make important decisions in a fast-paced, multi-tasked environment. Associate Degree from an accredited institution in Office Administration or related field preferred. A combination of experience and graduation from high school or equivalent is required. Experience with Microsoft Office Software and office equipment preferred. Minimum of one-year data entry experience preferred. Ability to deal with diverse population and unexpected situations.

Review of applications will begin immediately. Interested candidates should visit Employment Opportunities listed on the College website at www.bc3.edu, complete the [employment application](#), and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references to HRJobs@bc3.edu. Incomplete application packets and/or any materials regarding this position that are received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Christina M. Fleeger
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002
HRJobs@bc3.edu

Butler County Community College is an equal opportunity, affirmative action employer.