



RECORDS AND REGISTRATION OFFICE SECRETARY POSITION ANNOUNCEMENT

Butler County Community College (BC3) is currently accepting applications for the position of Records and Registration Office Secretary. This is a regular part-time position that will begin immediately. Evening hours required and may vary based on need.

Reporting to the Director of Records and Registration, the Records and Registration Office Secretary is to provide customer service support for the Records and Registration Office by providing helpful, efficient, and accurate information related to enrollment, record keeping, and academic processes, while maintaining a high degree of confidentiality and student centeredness. This position will provide general office support for High School Programming, as needed. Associates 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, copier, cash register, and credit card machines preferred. One year data entry experience preferred. Ability to deal with a diverse population and unexpected situations.

Hourly rate will be commensurate with qualifications and experience. Review of applications will begin immediately. Interested candidates should visit [BC3 Recruitment](#) to complete their Candidate Profile along with uploading a PDF version of current resume, cover letter, and copy of college/university transcripts that have been conferred to the Resume section. Incomplete candidate profiles 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. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in their personnel file located in the Human Resources Office may be copied and attached to their 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 at 724-287-8711 Ext. 8951 for more information.

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. 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.

The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce. With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today’s higher education landscape. For the sixth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com, BestColleges.com, and Niche.com. To learn more about BC3, please visit www.bc3.edu.

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