



RECORDS AND REGISTRATION OFFICE SECRETARY PART-TIME 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.

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, with unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, Park and Recreation Management, and Criminology. 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 fifth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com and BestColleges.com. To learn more about BC3, please visit www.bc3.edu.

Reporting to the Associate Director of Records and Registration, the Records and Registration Office Secretary is responsible for providing customer service support to the Records and Registration Office. The Records and Registration Office Secretary will provide helpful, efficient, and accurate information to students, parents, faculty, the general public, and BC3 at large related to enrollment, record keeping, and academic processes, while maintaining a high degree of confidentiality and student centeredness. 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, copier, cash register, and credit card machines preferred. One year data entry experience preferred. Ability to deal with a diverse population and unexpected situations. Evening hours required and may vary based on need.

Review of applications will begin immediately. Interested candidates should 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 is 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.