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	combination of education, experience, and training that would indicate possession of the
	required knowledge, skills, and abilities listed.
Knowledge, Skills and Abilities Required:	 Knowledge of higher education administrative procedures, practices, and functions. Knowledge of educational course numbering systems and degree requirements. Significant knowledge of computer operations and database operations, including competency using Microsoft Suite programs Access, Excel, Word, and Outlook. Skill in task organization and prioritization. Skill in creating record keeping systems, including the ability to establish and maintain paper and electronic filing systems. Ability to communicate effectively and appropriately across departments, campus-wide and with the public. Ability to work independently and perform duties efficiently with a high degree of accuracy.
Nilowieuge, Julis and Abilities Required.	The work performed in this position involves sitting at a desk, working on a computer keyboard.
Physical Requirements:	Walking, particularly between campus buildings, is necessary; walking on campus often includes steep slopes and stairs.
Other:	Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.
Posting Date:	August 19, 2024
Special Instructions to Applicants:	VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
·	 Other documents in support of application EEO Form (used for HR data collection only)
Optional Applicant Documents:	 Unofficial transcripts Application Cover Letter Resume
Required Applicant Documents:	Answers to Supplemental Questions
CLOSING DATE:	This position is open until filled with first review of applications on September 6, 2024