Administrative Assistant for the Carolina Cyber Center

Position Summary: The Administrative Assistant's primary responsibility is to provide organizational and administrative support to the Carolina Cyber Center's office. The Administrative Assistant is an ambassador of both the executive leadership and The Carolina Cyber Center to internal and external constituents, requiring a high degree of professionalism, interpersonal skills, independent judgment, and maturity.

Qualifications:

1. A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the vision, mission, statement of faith, and community life covenant of Montreat College found here: https://www.montreat.edu/about/mission/
2. Outstanding interpersonal and communication skills and the ability to function well as a member of a team.
3. Strong organizational and administrative skills, including word processing; a complete/firm understanding of the form and style of professional/business correspondence; travel scheduling; file maintenance and; the ability to complete tasks efficiently and timely with limited supervision.
4. Strong command of Microsoft Office, including Word, Excel, and PowerPoint. Marketing sensibilities preferred.
5. A demonstrated record of taking initiative.
6. Strong attention to detail.
7. Excellent command of English as a spoken & written language, including spelling, grammar, and proofreading skills.
8. Project management and problem-solving skills with the ability to manage multiple priorities and gain the cooperation of others.
9. The ability to perform tasks while being frequently interrupted.
10. A strong understanding of confidentiality and the ability to handle sensitive materials and conversations.

Responsibilities:

1. Answer the phone and greet visitors as an ambassador/representative of the Carolina Cyber Center to internal and external constituents.
2. Provide general receptionist and clerical support for the C3 Office
3. Maintain and order all C3 office supplies.
4. Maintain the appearance of the C3 office as a professional environment.

5. Serve as project manager for projects as assigned by C3 leadership.
6. Ensure that correspondence to the C3 office is responded to in a timely manner. Provide drafts of select correspondence, including emails, individual letters, merge mailings, and filing documents as appropriate.
7. Assist with marketing documents for C3.
8. Manage the listing of C3 events on the master calendar and website.
9. Schedule meetings for the C3 Team internally and externally by calling, emailing, and otherwise contacting prospective appointments.
10. Assume primary contact for Student Employment with student applicants and the business office of Montreat College.
11. Manage student worker and intern hours in ADP and provide payroll reporting to the Executive Director.
12. Assist in instructor hiring process, including managing application and scheduling interviews
13. Assist in instructor orientation and compliance with institutional policies and procedures
14. Acquire and maintain proficiency using C3's and Montreat College's database(s).
15. Assist and perform functions related to email marketing for C3, including maintaining up-to-date contacts in C3 databases.
16. Support events as necessary, including Orientations for The Academy and RETR3AT. Some evenings and weekends will be required.
17. Be responsible for errands as needed.
18. Monitor and handle The Academy instructional material inventory.
19. Facilitate revision of Academy Student and Instructor Manual
20. Other duties as assigned.

Reports to: C3 Executive Director

Education: Bachelor's degree preferred

Application Requirements:

1. Complete application https://www.montreat.edu/about/job-openings/application/
2. Completed Cover letter reflecting the candidate's ability to perform the job as detailed in the job description.
3. An updated resume.
4. Personal statement of Christian faith.
5. Three professional references.

By email, reply to this post or send material to Michelle Pupoh at Michelle.Pupoh@carolinacybercenter.com

If by mail, send to:

Michelle Pupoh
Director of The Academy, Carolina Cyber Center
C/O Montreat College Box 1267 Montreat, NC 28757

About the Carolina Cyber Center:

Montreat College's award-winning, cutting-edge and visionary cybersecurity program prepares students to solve the cybersecurity issues and concerns faced today in many corporate and government environments. Montreat College is actively engaged in developing government, industry, and educational partnerships in the field of cybersecurity. In addition to a traditional on-campus program and a global on-line program, Montreat College established the Carolina Cyber Center to focus on continuing education training, an innovative workforce development "Academy" program, providing regional cybersecurity services, and developing public/private partnerships to advance the "state of practice" in cybersecurity.

About Montreat College and the Carolina Cyber Center:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning and is a member of the Council for Christian Colleges & Universities.

The Carolina Cyber Center began as a vision from Dr. Paul Maurer, President of Montreat College, in 2018 to leverage the tremendous progress Montreat College made with its cybersecurity education program (e.g., enrollment growth, highly qualified/experienced professors, CAE designation from NSA/DHS, MOU with the U.S. Army). Montreat College provided initial funding for C3, and in 2019 the State of North Carolina provided additional funding, and in late 2020 we were awarded several new grants providing multi-year funding. The Center's vision is to be a national demonstration resource for developing community cyber awareness, ethical cybersecurity professionals, and public/private partnerships to advance the "state of practice" in cybersecurity.