

NOTICE OF VACANCY
Monroe County Community College

- POSITION:** Director of Purchasing and Auxiliary Services
- DESCRIPTION:** Under the leadership of the Vice President of Administration, the Director is responsible to plan, organize, direct, and manage the daily activities and operations of District-wide procurement of goods and services. Manages the college bookstore and auxiliary services, including mailroom, shipping and receiving, and switchboard operations. Directly supervises 7-11 full and part time employees. Oversees food service/vending service contracts and the college's telecommunications administration. In addition, responsibilities include the development/management of project planning and departmental budgeting.
- QUALIFICATIONS:** Minimum of Bachelor's Degree in business management, business administration, retail management or related field; three-five years of experience in purchasing, retail management or related field; and administrative experience preferred. Demonstrated leadership and verbal communication skills which support effective interactions with faculty, staff, and colleagues.
- SALARY:** Annual salary \$64,765-\$71,472, may be negotiable based on preparation and/or experience.
- BENEFITS:** Medical, dental, vision, long-term disability, life, accident insurance plans, accrued sick/vacation leave, dependent tuition waiver, retirement plan options.
- START DATE:** November 2017
- LOCATION:** Monroe County Community College, Monroe, Michigan has been providing a variety of post-secondary opportunities for the residents of Monroe County since 1964. The county has a population of 157,550. The area offers quality life style with both urban and rural settings. Monroe is situated within twenty miles of Toledo, Ohio, and within forty miles of Ann Arbor and Detroit, Michigan. Graduate study is available at nearby University of Toledo, Wayne State University, the University of Michigan, and the University of Detroit.
- APPLICATION DEADLINE:** Review of applications begins October 6th and continues until position filled
- APPLICATION:** Interested candidates should submit a letter of interest, resume, MCCC Administrator Employment Application, two letters of recommendation, and academic transcripts (official transcripts will be required upon hire) to: Molly McCutchan; Director, Human Resources; Monroe County Community College; 1555 S. Raisinville Road; Monroe, MI 48161; mmccutchan@monroecc.edu; 734-384-4245. See www.monroecc.edu/jobs for administrator employment application