



Human Resources

P. O. Box 185 • Grantsboro NC 28529

252-249-1851, ext. 3005

Website: pamlicocc.edu/employment

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT II, BIONETWORK

Pamlico Community College policy prohibits discrimination based on race, gender, color, creed, national origin, age, sexual orientation, or disability.

POSITION:	Administrative Assistant II, BioNetwork
JOB SUMMARY:	Under the supervision of the Senior Director of Engagement/STEM Outreach, the Administrative Assistant II provides administrative and operational support for BioNetwork outreach programs. This role coordinates scheduling, communication, purchasing, and data tracking to ensure effective delivery of STEM programming across K–12 schools, community colleges, and partner organizations. This position is housed on Pamlico CC main campus.
QUALIFICATIONS:	<u>Education</u> Associate's degree required; bachelor's degree preferred. <u>Experience</u> Required: Experience in administrative support, program coordination, or office operations. Preferred: Experience in education, workforce development, or life sciences.
ESSENTIAL JOB FUNCTIONS:	• Coordinate outreach program scheduling and manage incoming requests • Maintain shared calendars and support program logistics • Process invoices, track expenses, and submit purchasing reports • Order and manage supplies and equipment for outreach activities • Collect and maintain program data and assist with reporting • Communicate with internal staff and external partners • Uses artificial intelligence and emerging technologies responsibly to improve efficiency, support operations, and enhance service delivery. • Support workshops and outreach events, including occasional evenings or weekends • Perform other duties as assigned
SALARY RANGE:	\$38,000 - \$47,000
BENEFITS:	Regular Full Time Benefits
APPLICATION DEADLINE:	Open until filled

This procedure must be followed or application may be rejected. Candidates should submit: (1) signed Pamlico Community College application which can be obtained at the college website <https://pamlicocc.edu/employment> or by calling (252) 249-1851, extension 3005; (2) a photocopy of college transcripts, if applicable; and (3) a resume. The resume is **not a substitute for a completed application**; the application must include work history. If you have transcripts already on file, please specify.

Incomplete applications will not be eligible for consideration, and all requested information must be received by the deadline date. Mail to Brandy Fillingame, P.O. Box 185 (5049 Highway 306 South for carrier deliveries), Grantsboro, NC 28529, or bfillingame@pamlicocc.edu with position title in subject line; or fax to 252-249-1622. Employment and selection procedures are outlined in Chapter 6 of PCC's [Policies and Procedures](#).