



Frank Phillips College

Full-Time Position Available

- POSITION:** Executive Assistant to the President
- POSITION POSTED:** October 31, 2017
- QUALIFICATIONS:** Bachelor's Degree required; Master's Degree preferred. Business experience a plus. Successful candidate must possess upper-level organization experience; excellent communication skills; skills required to oversee multiple events and projects; personal and professional skills to deal with individuals on multiple levels internally and externally to the College.
- RESPONSIBILITIES:** Assist President as needed; act as liaison to the Frank Phillips College Board of Regents; other duties as assigned.
- BENEFITS:** Frank Phillips College offers excellent benefits.
- SALARY:** Salary is based on entry-level salary schedule and experience.
- INSTRUCTIONS:** Complete the online application at www.fpctx.edu and attach a Letter of Application, Resume, and at least three (3) professional references. Copies of transcripts may be e-mailed to dwells@fpctx.edu.
- FOR MORE INFORMATION:** Debra Wells, Executive Assistant to the President
Frank Phillips College
P.O. Box 5118
Borger, TX 79036
Phone: 806-457-4244

All applicants are subject to a background check.

Frank Phillips College does not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FPC also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX officer, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 732, scarroll@fpctx.edu and/or the Section 504/ADA Coordinator, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, djohnson@fpctx.edu. Frank Phillips College no discrimina por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. FPC también proporciona igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes designados. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext. 732 y/o al Coordinador de la Sección 504/ADA del distrito escolar, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, djohnson@fpctx.edu