

### Lunch & Learn Session on Managing Your Business Life

The Anson County Chamber of Commerce and South Piedmont Community College's Small Business Entrepreneurship Center invite all chamber members to attend the next Lunch & Learn session on Managing Your Business Life. It will be held at 11:45 a.m. on Tuesday, September 25 at the Chamber of Commerce Office in uptown Wadesboro.

Dan Merle, Director of the Small Business Center, and Jermaine Alston, a Senior System Analyst at SPCC, will present the program, concentrating on how mobile devices can manage your email, documents and schedules.

Seating is limited to 25 so RSVP as soon as possible by calling 704-694-4181 or email [ansonchamber@windstream.net](mailto:ansonchamber@windstream.net). Remember to bring your business cards for door prizes and to share with other attendees.

### Job Search Workshop

Access will offer a Job Search Workshop this weekend. The purpose of the workshop is to assist persons who do not know how or where to look for jobs and who do not know how to present their qualifications effectively to employers.

The workshops will be held on Saturday from 9 a.m. to noon, and 1 to 4 p.m., and Sunday from 9 a.m. to noon. Workshop highlights:

- Identifying your skills • Developing a resume
- Completing job applications • Preparing for job interviews

If you have been searching for positions with no results, they will evaluate your job search strategy and identify and address the barriers that keep you from getting a job.

Seating is limited. Please sign up for one of the workshops at Anson County Job Links or call 1-866-472-2212.

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### South Piedmont Community College

SPCC has the following position available:

**ADMINISTRATIVE ASSISTANT TO ASSISTANT VICE PRESIDENT OF PLANNING AND INSTITUTIONAL EFFECTIVENESS**

**Institutional Advancement**

SPCC is seeking applications for an Administrative Assistant to the Assistant Vice President of Planning and Institutional Effectiveness. This is a full-time position which will be located at the Old Charlotte Highway campus.

**Requirements:** Associate degree; skill in reading and comprehension of written material; excellent written and oral communication skills; experience in the use of Microsoft Office Suite of Products (Word, Power Point, Excel, and Access). Previous experience in documentation of compliance or audit work with attention to detail is highly desired.

Position is open until filled. An application, job description and other details may be found at [www.spcc.edu](http://www.spcc.edu) or contact us at:

South Piedmont Community College  
 Human Resources Office  
 PO Box 126 • Polkton, NC 28135 • 704-272-5471  
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### South Piedmont Community College

SPCC has the following position available:

**INFORMATION SERVICES SPECIALIST**  
 School of Arts and Sciences

SPCC is seeking applications for Information Services Specialist for the SPCC Libraries. This is a 12-month, full-time position located on the LL Polk Campus in Polkton.

**Minimum Requirements:** Associate Degree, proficiency with standard office product software, demonstrated ability providing reference assistance. Experience working in a community college library preferred.

Position is open until filled. Applications will begin review on October 1. An application, job description and other details may be found at [www.spcc.edu](http://www.spcc.edu) or contact us at:

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 Human Resources Office  
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### South Piedmont Community College

SPCC has the following position available:

**SOCIOLOGY INSTRUCTOR**  
 School of Arts and Sciences

South Piedmont Community College is seeking applications for a Sociology instructor to teach curriculum courses. This is a full-time, 9-month position with a starting date of January 2, 2013.

**Educational requirements:** Teaching experience and MA in Sociology or an earned MA with 18 hours in Sociology.

**To apply:** Submit an SPCC application, a cover letter addressing how you meet the required and preferred qualifications, an updated CV, transcripts, and evidence of teaching effectiveness (student, peer, or supervisor feedback).

Position is open until filled. Initial review of applications will be October 1. An application, job description and other details may be found at [www.spcc.edu](http://www.spcc.edu) or contact us at:

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### South Piedmont Community College

SPCC has the following position available:

**ADULT BASIC SKILLS/GED INSTRUCTOR**  
 CORRECTIONAL INSTITUTION  
 Adult Basic Skills

South Piedmont Community College is seeking a full-time instructor to teach Adult Basic Education and GED at Lanesboro Correctional Institution as part of the Adult Basic Skills Department.

**Required Qualifications:** Bachelor's degree; Teaching experience working with adult learners; Effective written and oral communication skills; and Effective computer and educational media skills. Preferred Qualifications: Master's degree; Experience teaching adults in a Basic Skills and/or correctional setting

An application, job description and other details may be found at [www.spcc.edu](http://www.spcc.edu) or contact us at:

South Piedmont Community College  
 Human Resources Office  
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### South Piedmont Community College

SPCC has the following position available:

**SYSTEMS ADMINISTRATOR**  
 Finance and Administrative Services Division

SPCC is seeking applications for a Systems Administrator. This is a full-time, 12-month position on the L.L. Polk Campus, in Polkton, NC but will involve travel between all three SPCC locations.

**Minimum Requirements:** Associates degree in computer related field; Five or more years of computer support or related experience; Proficiency in all MS Office products; Proficiency in Windows Server 2003 and 2008 to include AD, IIS, LDAP, Exchange 2010 and network communication between the aforementioned systems; Proficiency in SQL, including 2000 through 2008 and SQL 2008 clustering.

Position is open until filled. An application, job description and other details may be found at [www.spcc.edu](http://www.spcc.edu) or contact us at:

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