

South Central College Search Timeline

Administrative Assistant - Customized Workforce Education

Created July 28, 2022

Revised August 25, 2022

The following process is planned for this position.

Please note: Dates are subject to change

7/30/2022 - 8/5/2022	Position is open internal only/accepting eligible bids.
8/6/2022 - 8/19/2022	Position is open/accepting external applications.
8/22/2022	HR and Search Chair review applications.
09/08/2022	Initial application meeting to discuss the position screening with Search Committee. Committee selects semi-finalists.
Week of 9/12/2022 & 9/19/2022	First round interviews held. Committee determines finalists.
Week of 9/19/2022 or Week of 9/26/2022	Finalist interview(s) with the Coordinator of Customized Workforce Education and Dean of Business & Industry. HR completes reference checking.
9/30/2022	Offer made
10/19/2022	Proposed start date