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New Highland College Employee Begins Work

(KNZA)--A new administrative assistant in the Highland Community College office of Institutional Advancement is on the job.

Stacy Simmer began her new duties with the College on March 1 after serving as the IT Project Coordinator with Regulatory Consulting, Inc. in Horton. She has also served as the Office Manager for Maximum Realty in Hiawatha.

A native of Andover, Simmer holds a bachelor's degree in Apparel Marketing and Textiles from Kansas State University.

As the Administrative Assistant in Highland's Office of Institutional Advancement, Simmer has a variety of duties serving several administrative functions. In addition to assisting the Vice President for Institutional Advancement, she receives visitors to the President's Office, Human Resources, Alumni, and Graphic Production. She has primary responsibility for development and maintenance of the Alumni database, helps coordinate Alumni functions, assists with the completion of graphics projects, and provides support for the President, the Vice President for Institutional Advancement, the Human Resources Manager, the Director of Alumni Services, and the Graphics Production Manager.