WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

SIX POSITIONS: Assistant AMSTI Warehouse Workers (Part-time) Open: 5/27/14
Close: Ongoing

APPROXIMATE START DATE: As Needed

QUALIFICATIONS:

Experience working in a warehouse **preferred**. Ability to lift heavy objects (at least 40 lbs.) **required**. Effective oral and written communication skills **required**.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to work independently and with AMSTI staff.
Computer literacy preferred.
An understanding of and a commitment to the philosophy and mission of the two-year college.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the AMSTI Director, the Instructional Division Administrator, the President, and the State Board of Education, responsibilities will include the following:

Assist with constructing and refurbishing ASMTI math and science kits.
Assist with customizing AMSTI math and science kits and materials.
Assist in organizing the materials center to ensure efficient use of storage.
Assist the ASMTI staff with preparation for Summer Institute and operation of the master site.
Assist the Materials Manager in the kit pick-up and delivery process.
Work well with others and show respect to all college constituents.
Perform other duties as assigned by the AMSTI Director, the Instructional Division Administrator, and the President.

SALARY: This position will be paid at an hourly rate of $8.00 per hour. This is a part-time, non-tenure position at 19 hours per week. This is a Federally-funded position. Continued employment is contingent upon continued federal funding for this position. In the event that funds for this position are discontinued or significantly reduced or if federal requirements for funding this project no longer include this position the college shall have the right to discontinue this position.

APPLICATION PROCEDURE:

WCCS is an equal opportunity employer and complies with the American with Disability Act. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form. Applications forms are available from and should be returned to:

Human Resources Office
Wallace Community College Selma
P.O. Box 2530
Selma, Alabama 36702-2530
Phone (334) 876-9234, or 876-9227
Fax (334) 876-9250
Website: www.wccs.edu

APPLICATION DEADLINE:

Application forms are available online at www.wccs.edu. A complete application package consisting of a WCCS application, a current resume', a copy of transcript(s) verifying required degree or certification, work experience verification **in writing** from current or previous the employer confirming the experience stated in the "Qualification" section.

Verification should be printed on company letterhead, include dates of employment and position title(s). A complete application package is the responsibility of the applicant.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable $13 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity, or employment. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.