



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### Part Time (Temporary)

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**POSITION**

Financial Aid Office Assistant

**Posting Date:**

2/13/2017

**Closing Date:**

ONGOING

**POSITION AVAILABLE**

As Needed

**REQUIRED QUALIFICATIONS**

- Experience in an office setting
- Computer skills with knowledge of Microsoft Excel, and Microsoft Office
- Ability to handle multiple tasks and various situations in a professional manner
- Effective oral and written communication skills

**PREFERRED QUALIFICATIONS**

- An Associate Degree from a regionally accredited institution
- 3 years of relevant work experience may be substituted for education
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System

**SALARY SCHEDULE PLACEMENT**

Commensurate with education and experience according to State Salary Schedule H- part time hourly

**DUTIES & RESPONSIBILITIES**

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Assistant Financial Aid Director, the Financial Aid Director, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Answer office telephone, take and relay messages, greet students, receive and respond as needed to office callers and walk-ins.
- Provide clerical assistance such as making copies and word processing.
- Communicate effectively both orally and in writing and record accurate messages.
- Create file folders for all scholarships.
- Input student data in the computer as required.
- Assist students in the FAFSA Lab with the creation of FSA User ID's and other Financial Aid processing requirements.
- Assist as needed the Director, Asst. Director and Administrative Assistant with other functions for total effectiveness in the Financial Aid Office.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Assistant Financial Aid Director, the Financial Aid Director, Dean of Students, or the President.

**APPLICATION PROCEDURE**

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds 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. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

Human Resources Department

Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9234, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

#### **APPLICATION DEADLINE**

**All application information must be received by the Human Resource Office. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications will not be considered. A complete application package is the responsibility of the applicant.**

***Note:*** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.

**WCCS is an E.O.E. and is enrolled in E-Verify.**