



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT TEMPORARY ASSIGNMENT

Repost

POSITION

Secretary (Part-Time)

Posting Date:

2/2/2018

Closing Date:

Open until filled

POSITION AVAILABLE

February 28, 2018

REQUIRED QUALIFICATIONS

- An Associate's Degree in Office Administration or related field from a regionally accredited institution
- One (1) years of experience providing administrative or secretarial support
- Proficient in the use of computers, specifically Microsoft Office
- Effective oral and written communications skills

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to handle multiple tasks and various situations in a professional manner

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to State Salary Schedule E

DUTIES & RESPONSIBILITIES

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

- Properly classifies, sorts, files, retrieves, and distributes correspondence, articles, records, and other documents as requested.
- Answers telephone and greets visitors in a pleasant and efficient manner.
- Records messages in a clear legible manner.
- Orders and maintains office supplies, equipment and/or facility maintenance needs adequately and on a timely basis.
- Prepares necessary documentation to obtain supplies, equipment, or maintenance needs adequately an on a timely basis.
- Maintains office equipment, performs minor repairs, or coordinates service of equipment.
- Effectively utilizes computer software as a tool to perform clerical assignments.
- Records and distributes departmental meeting minutes and other relevant information to appropriate participants in a through and timely manner.
- Obtain and distribute mail and the delivery of messages to office personnel.
- Assists with the administration of office traffic by gathering pertinent information and providing necessary information and services.
- Prepares departmental documents and pamphlets such as program flyers.
- Assist with making copies and scanning documents as needed.
- Demonstrates eagerness to learn and assumes responsibility, seeks out and accepts increased responsibility, displays a positive approach to work.
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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 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

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 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 **4:30 PM CST**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline 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.