



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Repost

Full-Time Temporary

POSITION

Switchboard Operator

Posting Date:

2/2/2018

Closing Date:

Open until filled

POSITION AVAILABLE

February 28, 2018

REQUIRED QUALIFICATIONS

- Associate Degree
- Two (2) years of experience working in an office setting
- Effective oral and written communication skills

PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the two-year college

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule E

DUTIES & RESPONSIBILITIES

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

- Answer and route incoming telephone calls; place outgoing long distance, toll free, and information calls.
- Route and relay messages via cellular phone.
- Process the college mail and apply proper postage daily, including processing bulk rate mail.
- Provide clerical assistance such as making copies, taking messages and work processing.
- Communicate effectively both orally and in writing and record accurate messages.
- Disseminate general information to inquirers by telephone, and assist clients with directions and information.
- Prepare postage report.
- Maintain a record of in-state travel requests and assign vehicles for approved travel requests.
- Exercise basic human relation skills in establishing and maintaining effective working relations with the college and community.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by Dean of Students, or 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 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 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 **4:30 p.m. CST** in 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.