WALLACE COMMUNITY COLLEGE SELMA
VACANCY ANNOUNCEMENT

POSITIONS: Switchboard Operator
Open: 05/27/14
Close: Ongoing

APPROXIMATE STARTING DATE: As Needed

QUALIFICATIONS:
An Associate Degree from an accredited institution is required. Two years’ experience working in an office setting is required. Effective oral and written communication skills are required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:
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 Dean of Students, the President, and the State Board of Education, responsibilities will include the following:

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

SALARY: Salary is $8.00 per hour. These are part-time non-tenure track positions.

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.