



WALLACE STATE HANCEVILLE

Vacancy Announcement

07/29/2010

POSITION: Secretary

REPORTS TO: Director of Special Populations

MINIMUM QUALIFICATIONS:

- High School diploma required, Associates Degree preferred
- Three (3) years of previous secretarial experience required
- Knowledge of computer software applications and office machines
- Experience in bookkeeping and reconciling accounts
- Familiarity with working with a diverse population, especially individuals from disadvantaged backgrounds
- Capacity to work independently and to multi-task
- Effective oral and written communication skills
- Proficient in Microsoft Word, Excel, and administrative computing systems

RESPONSIBILITIES: The duties and responsibilities of this position include the following:

- Help maintain office files of incoming and outgoing correspondence.
- Answer and receive telephone calls to obtain and/or provide information.
- Make appointments for tutors in tutoring lab.
- Type letters, memos, reports, and other information as needed.
- Contribute to unit cohesiveness.
- Maintain student records on database
- Update and maintain active student lists
- Perform other appropriate professional duties and responsibilities as may be assigned by the Director.

SALARY: Appropriate placement on State Salary Schedule E4 (\$23,568 - \$41,434) of the Alabama Department of Postsecondary Education Salary Schedule.

ANTICIPATED STARTING DATE: As negotiable

APPLICATION PROCEDURE: A complete application packet must be received in the Human Resources Office no later than 3 p. m., August 20, 2010. A complete application packet consists of:

- (1) Completed Wallace State Community College employment application with three work references
- (2) Résumé
- (3) Cover letter describing specifically how your experience and qualifications meet the qualifications outlined for the position

- (4) Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature
- (5) Separate transcripts from each college attended (photocopies will suffice until employed)

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. **All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered.** Applications are available at www.wallacestate.edu/employment or by calling (256) 352-8295 and should be submitted to:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029**

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

APPLICATION DEADLINE: The deadline for receipt of all application material is August 20, 2010.

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a teaching demonstration. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

Additional Information: The College reserves the right not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.