



WALLACE STATE HANCEVILLE

Vacancy Announcement

10/08/2009 posted

POSITION: Switchboard Operator – Part Time

MINIMUM QUALIFICATION:

- One year postsecondary education (30 semester hours) from an accredited institution.
- One year full-time work experience with previous clerical experience.
- Effective oral and written communication skills
- Working knowledge of Microsoft Word, Excel, and administrative computing systems.

RESPONSIBILITIES:

1. Receive and direct calls to appropriate location or person.
2. Maintain a professional demeanor in providing telephone service.
3. Record long distance calls from campus, recording name of caller and number being called.
4. Provide service for emergency calls to police, fire or ambulance.
5. Maintain base radio to contact people on campus and direct people to specific locations on campus.
6. Perform other appropriate professional duties and responsibilities as may be assigned by the Business Manager, or President

WORK HOURS: To cover day and evening switchboard operators during absences as needed; no more than 19 hours per week; evening hours are possible.

SALARY: \$10 per hour.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date professional letters of reference and three references with addresses and phone numbers. Incomplete or delinquent packets will not be considered

Return packets to: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Telephone: 256-352-8295

APPLICATION DEADLINE: Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions.

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.

