



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

Intent to Employ- Full Time - Temporary

POSITION

Secretary –Business Education

Posting Date:

1/5/2021

Closing Date:

1/29/2021

POSITION AVAILABLE

Immediately

REQUIRED QUALIFICATIONS

- An Associate Degree in Office Administration or related field required.
- Strong computer and word processing skills, and records management skills.
- Computer skills with knowledge of Microsoft Excel, and Microsoft Office

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
- Demonstrated ability to type 45 wpm preferred

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule E4 ; Grade 5:

DUTIES & RESPONSIBILITIES

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

- Secretary to Business Education/Business Administration and Adjunct Business/Computer Information Systems and Drafting and Design Instructors.
- Type or help other departments when necessary.
- Answer telephone and take messages for Business, Office Administration, Drafting and Design Technology, & Computer Information Systems Instructors and students.
- Circulate interoffice memorandums to Business Education, Business Administration and Adjunct Business and CIS Instructors.
- Check department mailbox twice daily for incoming mail and other information.
- Sort incoming mail and circulate to proper individual.
- Type various certificates for the Business Education Department.
- Maintain department files.
- Maintain and reorder supplies.
- Type Purchase Requisitions.
- Call or fax Purchase Orders.
- Type academic honors list for department.
- Type and run course syllabus for full-time and adjunct instructors each semester and e-mail copies to Dean of Instruction's Office.
- Type, distribute and post instructors' office schedules and e-mail copies to Vice President for Instruction Office.
- Distribute, collect and send Student Progress Reports back to Student Support Services.
- Maintain permanent record cards on Business Education Students.
- Assist students with Web Registration.

- Assist instructors in pre-registration of returning students.
- Assist instructors in registration of new students.
- Fill out program course completion form at the beginning of each semester for new students and update each semester until graduation.
- Maintain files on department rules, attendance and other information for students.
- Update and print out profile sheet each semester (scheduling sheet for returning students).
- Copy and turn in course completion forms on graduates to student services.
- Keep records on employment status of graduates and alternative graduates.
- Post bulletins and announcements.
- Post graduates pictures each semester.
- Post calendar dates for each semester.
- Assist with Business Education Contest.
- Type letters, entry forms, and other information for Business Education Contest to be mailed to participants.
- Assist with the ACE Competition.
- Assist with other school functions (during or after work) as assigned or volunteered.
- Serve on standing committees as assigned.
- Fill in for switchboard operator when necessary.
- Fill in for President's Secretary when necessary.
- Fill in for Dean of Instruction's Secretary when necessary.
- Type and send out information for other department contests as needed (ACE).
- Assist on various search committees as assigned.
- Order teaching materials for instructors as needed.
- Run, collate and staple copies of materials for instructors and department when needed.
- Type tests and run, collate and staple copies.
- Send out information packets to prospective students as assigned.
- Assist Masonry Instructor with Skills USA.
- Type Skills USA membership rosters for technical departments
- Help with student recruitment (career fair, college day, etc.)
- Assist Students when needed. (class location, contacting instructors, class assignments etc.)
- Maintain equipment inventory for department.
- Continued professional development (workshops, seminars, courses etc.) and education.
- Assist with the dual enrollment process
- Maintain high moral and ethical standards.
- Perform other duties as assigned by the Director of Business Education, the Dean of Instruction, and the 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: 334-876-9319, 876-9338
 Fax: 334-876-9334
 Website: www.wccs.edu

❖ **All application packets must be submitted to employmentpacket@wccs.edu. Please add your name to the subject line of the email.**

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 **12:00 PM CST, Friday, January 29, 2021**. 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.