



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### INTENT TO EMPLOY- Full-Time Temporary

#### POSITION

**Health Science Programs-Secretary**

**Posting Date:**

7/29/2021

**Closing Date:**

8/9/2021

#### POSITION AVAILABLE

**Immediately**

#### REQUIRED QUALIFICATIONS

- An Associate Degree in Office Administration, Computer Information System, Business Administration or related discipline from a regionally accredited institution
- Excellent customer service skills.
- Strong written and verbal skills.
- Ability to work independently as well as a team member.
- Good organizational and interpersonal skills.
- Ability to set priorities and to manage time effectively as well as meet deadlines.
- Ability to use good judgment and make sound decisions.
- Excellent office management skills, including computer literacy with the ability to work in a Window-based environment using various software packages (Word, Excel, PowerPoint, Banner).

#### PREFERRED QUALIFICATIONS

- Record Management skills
- Ability to handle multiple tasks and various situations in a professional manner.
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System.

#### SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule-**E4 Grade 5**

#### Scope:

To provide day to day structure and management of the Health Science Program office. Assist the Program Director and faculty in essential secretarial duties listed.

#### DUTIES & RESPONSIBILITIES

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

- Assist with student admission process:
  - a. Formulate and update program brochures, admission applications and related admissions correspondence.
  - b. Develop and maintain Health Science program newsletter for clinical facilities and Career Teach school.
  - c. Develop and update Web page for the health science ADN, PN and PCT programs.
  - d. Schedule and assist with new student orientation for the ADN, PN and PCT programs.
  - e. Notify students of program acceptance.
  - f. Develop new class rosters and disperse to the Business Office, Student Services, Financial Aid, and faculty
  - g. Student advisement regarding ADN, PN and PCT admission criteria ACCUPLACER testing and TEAS testing.
  - h. Verify GPA and ACCUPLACER Scores of PCT applicants.
- Schedule and assist with uniform ordering through the WCCS Barnes and Noble bookstore for all health science students.
- Schedule Drug screening for health science students.
- Coordinates registration for ACE competition. Responsible for mailing registration packets, monitoring registration and ordering T-shirts for participants.

- Schedule and coordinate with local hospital to host Annual Program Advisory Committee Meeting.

#### **Other Essential Responsibilities:**

- Order supplies for the Health Science office.
- Maintain purchase orders and assist with monitoring the balance of the Health Science budgets.
- Revise theory and clinical objectives, forms, evaluation forms, as needed.
- Marking material for printing and distributing printing to faculty
- Mail semester clinical schedules to agencies.
- Monitor sign in/out of students.
- Assist in revising and printing notes, tests, and handouts.
- Assist with ordering books as needed each semester at the bookstore.
- Answers telephone, take and deliver messages as necessary. Greet and channel students and visitors.
- Maintain grades on master computer file and send grades to Student Services each semester after faculty submission. Enter students' grades on Excel spreadsheet in the computer for each course for tracking.
- Develop and maintain student attendance files and clinical paperwork submitted by faculty.
- Pick up and distribute the departmental mail.
- Record and type minutes of departmental meetings and Program Advisory Committee meetings.
- Revise or mail renewal signature page of annual contracts with cooperating clinical agencies.
- Coordinate, recruitment activities, and career days.
- Request and mail student transcripts for the Alabama Board of Nursing.
- Schedule use of college facilities for program activities with appropriate persons.
- Type and submit request each semester, for part-time faculty.
- Serve on institutional committees as requested.
- Type letters of recommendation for scholarships for students.
- Report faulty equipment and/or facilities to the appropriate person.
- File, photocopy, etc., as needed, monitor copy count.
- Assist with registering PCT students to take the state certification exam.
- Supervise work study student.
- Scheduling appointments for the Program Director.
- Speaking with prospective students, explaining health science admission options.
- Type office schedules for the Director and forward copies to the Dean of Instruction
- Coordinates Pinning Ceremony reception.
- Monitors office for appropriate set up, organization and cleanliness. Reports any problems to the Program Director and maintenance.
- Maintain high moral and ethical standards.
- Work well with others and show respect to all college constituents.
- Help coordinate all other outside function for the department.
- Performs other duties requested by the Program Director, Dean of Instruction 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](http://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](http://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** on company letterhead 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, 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.**

**APPLICATION DEADLINE:**

All application information must be received in the Human Resources Office by **5:00 PM CST Monday, August 9, 2021**. 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**

**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.

**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.**