



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT Intent to Employ- Part-Time

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**POSITION**

Student Success Center Secretary (PT)

**Posting Date:**

10/4/2021

**Closing Date:**

10/19/2021

**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.
- Excellent office management skills, including computer literacy with the ability to work in a Window-based environment
- Using various software packages (Word, Excel, and PowerPoint).
- Ability to maintain confidentiality in all aspects of duties and responsibilities.

**PREFERRED QUALIFICATIONS**

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System

**SALARY SCHEDULE PLACEMENT**

Salary Schedule L1: 15.00 per hour/19 hour or less

**DUTIES & RESPONSIBILITIES**

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

- Serve as receptionist, receiving phone calls, greeting visitors.
- Type letters, memorandums, and other correspondence as needed.
- Perform data entry, word processing, and database management functions.
- Maintain department files.
- Check departmental mailbox for incoming mail and other information.
- Sort incoming mail and circulate to proper individual.
- Order and maintain office supply inventory as needed.
- Assist Coaching staff using Dropout Detective (Retention Software)
- Assist students when needed.
- Maintain equipment inventory for department.
- Effective oral and written communication skills, including electronic communication.
- Maintain confidentiality of all college records.

- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by Dean of Students and/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, 876-9373  
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** 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 **5:00PM Monday 10/19/2021** in Human Resources. 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.