

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: July 21, 2020

Position: Executive Secretary

Minimum Qualifications:

1. Associate degree **required** (May substitute 5 years of full-time related work experience for one year of education up to a maximum of four years education equivalency.) For example, ten years of related work experience will be equated for an associate degree. For clarification, please contact Human Resources.)
2. Three (3) years of full-time related work experience **required**.

Job Functions: Perform a wide range of complex and confidential secretarial and administrative/office duties requiring knowledge of college policies and procedures. Includes responsibility for executive and general office management for the Associate Dean and Health Sciences program coordinators/directors, as appropriate. Reports directly to the Associate Dean of Health Sciences. The employee will:

1. Provide office, clerical and administrative support for the Associate Dean and Health Sciences programs as appropriate.
2. Setup and administer office systems and procedures.
3. Act as information source on established college policies and procedures.
4. Schedule appointments and/or travel arrangements for the Associate Dean and health science programs; processes expenses statements for travel.
5. Act as a liaison with faculty, staff, students and external constituencies.
6. Review, route, answer, and monitor follow-up on correspondences.
7. Type and /or processes text and information such as letters, reports, travel requests, check request, requisitions and memoranda.
8. Assist the Associate Dean and Health Sciences programs in the preparation and maintenance of budgets and/or other records, and work with other staff as needed.
9. Assist with required administrative reports and accreditation.
10. Gather, compile and report relevant information.
11. Supervise the work of student assistants.
12. Maintain an adequate inventory of office supplies.
13. Serve on committees as requested.
14. Perform other job-related duties as assigned.

Salary: \$40,973.00 to \$55,830.00 based on ACCS Board of Trustees Salary Schedule E2/03 and experience.

Application Deadline: 4:30 p.m., August 4, 2020

Application Procedure: A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date, and from an accredited Institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required.

Remember that the work experience verification completion is your responsibility. Please visit <http://www.jeffersonstate.edu/about-jssc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

This Employer Participates in E-Verify

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **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. Employment will be contingent upon receipt of a clearance notification from the criminal background check**

EQUAL OPPORTUNITY EMPLOYER