

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



Posting Date: November 23, 2021

INTENT TO EMPLOY

INTERNAL POSTING

This position is posted in compliance with Alabama Code §16-22-15. It is the intent to place a current employee in this position.

Position: Executive Secretary I

Minimum Qualifications:

1. Associate degree in Office Administration, Business, Computer Science/Information Systems, or related field **required**. (May substitute five (5) years of full-time related work experience for one year of education up to a maximum of four (4) years education equivalency. For example, ten (10) years of related work experience will be equated for an associate degree – **ten years must be verified**. For clarification, please contact Human Resources.)
2. A minimum of three (3) years of full-time related work experience **required**.

Primary Purpose: This position will participate in and perform a variety of confidential, multifaceted secretarial, management, and administrative functions associated with the operation of the Center for Workforce Education and its related non-credit learning centers; i.e., community education open enrollment, corporate education open enrollment, corporate education customized training, facilities coordination, on-line training. The Executive Secretary I will report directly to the Director and will perform duties as assigned:

Essential Job Functions:

1. Operate the personal computer in preparation of contracts, reports, budgets, forms, student registrations, training calendar of all activities of the Center and other correspondence.
2. Respond to Workforce Development e-mail requests for brochures and other information that pertains to the WFE Department including outbound calls and mailing to schedule appointments for students to come into the office for career exploration opportunities.
3. Assist in maintaining a records management filing system both electronically and for paper records including, but not limited to, "leave" forms and "requests for travel" forms.
4. Purge and prepare class folders for storage, as required by Records Disposition Authority, on an annual basis.
5. Lend support to the Director as assigned including, but not limited to, departmental annual report, advisory board minutes, grant applications, training proposals for corporate clients, and other correspondence.
6. Proofread and otherwise check for accuracy all documents produced as associated with the Director's office and the above mentioned area.
7. Data base management for data entry for: management of registration fee collections listed above, mainframe computer system (Banner) to register students and to access student information, master contract log for all contracts generated through the WFE Department.
8. Prepare requisitions, travel forms, check requests, expense statements and other internal and external forms.
9. Order and maintain adequate office supplies and materials for classes including ordering student books for customized corporate classes.
10. Respond in a positive and timely manner with accuracy and efficiency to written correspondence, telephone inquiries, and walk-in-visitors and other guests, employing professional courtesy, initiative, and a positive attitude in accordance with college and departmental policies and procedures.
11. Open, sort, and distribute mail.
12. Assist in the registration process for open enrollment programs including: serving as a back-up for telephone inquiries, assisting walk-in students with questions and registrations, entering information into the college's mainframe computer system (Banner).
13. Assist in maintaining the center's supply room, resource room, conference room, training rooms, etc.
14. Coordinate the execution of all contracts of the Center.
15. Interview, hire, supervise and instruct work-study students and interns. Evaluate job performance, and if necessary, recommend that students be dismissed from assigned duties.
16. Serve on committees as appointed.
17. Assist in classroom/meeting set-up/take-down as needed.
18. Perform other related duties as assigned.

Salary: \$41,792.00 to \$56,947.00 based on State Board of Education Salary Schedule E2/03 and experience.

Application Deadline: 4:30 p.m., November 30, 2021

Application Procedure: An application packet consists of:

3. A completed Jefferson State Community College application specific to this position
4. Current resume
5. 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**.
6. 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-jscc/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 856-8598
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