



## BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

POSITION ANNOUNCEMENT  
Beginning date January 12, 2017  
Closing date: January 26, 2017

**POSITION #678: Secretary to the Director of Campus Services – Fayette Campus**

**APPROXIMATE STARTING DATE: February, 2017**

**GENERAL INFORMATION:**

Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

**QUALIFICATIONS:** Minimum of an Associate degree required. Three years administrative secretarial experience preferred.

**BRIEF DESCRIPTION OF JOB:** The Secretary will be responsible for assisting in the administration of day-to-day functions, maintaining budgets and accounts, and preparing necessary reports, provide clerical services, office records management. The Secretary will also schedule meetings and assist the Director of Campus Services in maintaining a smoothly functioning office.

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the State Board of Education, duties will include, but are not limited to, the following:

1. Serve as secretary to the appropriate Director of Campus Services maintaining strict confidentiality and handling issues without direct supervision.
2. Exhibit initiative to pursue tasks outside primary area as need dictates.
3. Answer and screen telephone calls; refer calls to the appropriate person; provide assistance as requested; record and disseminate messages.
4. Receive and process incoming, outgoing, and inter-campus mail for the office of the Director of Campus Services.
5. Coordinate meetings and schedule appointments as needed.
6. Maintain the calendar of the Director of Campus Services that coordinates appointments, meetings and schedules.
7. Support the Director of Campus Services in the development and coordination of a comprehensive program of student activities and organizations.
8. Responsible for the acquisition of supplies, food, beverages, prizes, and awards for all campus student activities.
9. Maintain a file for all campus student clubs and organizations.
10. Under the direction of the Director of Campus Services establish and maintain a real time electronic calendar of all campus events.
11. Draft, type, and distribute correspondence for the Director of Campus Services using Microsoft Word and other Microsoft Office programs.
12. Develop, organize, and maintain files and records to support all functions of the office of the Director of Campus Services.
13. Process purchase orders and check requests for the office.
14. Maintain inventory of office supplies and order as necessary.
15. Ensure office equipment is in working order.
16. Coordinate the use of state vehicles assigned to the office and send monthly reports to the appropriate office.
17. Responsible for booking of all campus owned properties.
18. Assign duties to and supervise student workers, approve their schedules and verify their time sheets.
19. Attend college functions as required by the college.
20. Assist in planning and implementing special events, activities, and programs.
21. Prepare agendas, records and transcribe minutes for assigned committee meetings.
22. Serve as a committee member as assigned.
23. Generate reports as needed.
24. Assist in the Office of Student Services as needed.
25. Perform other related duties as required.

**APPLICATION PROCEDURES:** Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "Job Opportunities" at the bottom of the homepage. All applications should be mailed to:

**Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501**

**OR**

**Email in a .pdf format to:  
Employment@bscc.edu**

**SALARY RANGE:** Minimum \$29,153 -maximum \$43,091 based on experience and educational level for placement on the Alabama State Salary Schedule E4 05

**APPLICATION DEADLINE:**

Completed applications must be received by 3:00 pm January 26, 2017, to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips**
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**It is the sole responsibility of the applicant to ensure his or her application packet is complete.**

**Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.**

**In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.**

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.**