



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

Beginning date: March 7, 2017

Closing date: March 21, 2017

POSITION #683: Student Services Specialist II - (Sumiton Campus)

APPROXIMATE STARTING DATE: April, 2017

GENERAL INFORMATION:

Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The college serves a population that is diverse in age and race as well as in economic and educational backgrounds.

QUALIFICATIONS: Associate Degree Required.

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 the Records Associate and support the Admissions and Records functional area with primary responsibility for the scanning of student academic records.
2. Receive visitors, students, staff and faculty in a congenial manner, communication and image of courtesy and competence. Provide positive answers and maintain a pleading, concerned attitude. Create a warm hospitable atmosphere for the office.
3. Be knowledgeable about all institutional policies, procedures, practices relevant to the functions of the Office of Student Services.
4. Provide applications for admissions and other related admission and registration requirements to prospective students and assist those who require help with the completion of forms.
5. Assist students, as needed, with the financial aid process to include receiving, assessing and responding to questions from current and prospective students.
6. Assist in the development of measurable objectives and annual planning statements that support the strategic planning and budget process.
7. Assist the Director of Student Services in organizing special events that are sponsored by the Office of Student Services.
8. Perform other task, as needed, to support and facilitate the day-to-day operations of the Office of Student Services of Bevill State.

SALARY RANGE: Minimum \$24,511 to \$38,449 based on experience and educational level for placement on the Alabama State Salary Schedule E5-06.

APPLICATION PROCEDURES: Bevill State Community College employment applications are available from the following address or visit our website at 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

APPLICATION DEADLINE:

Completed applications must be received by 3:00 pm March 21, 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**

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. 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.