



## BEVILL STATE COMMUNITY COLLEGE

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

### POSITION ANNOUNCEMENT

Beginning date February 24 2017

Closing date: March 13, 2017

**POSITION #685: Secretary to Director of Information Technology and Telecommunications**

**APPROXIMATE STARTING DATE: March, 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:** *Associate Degree or minimum 5 years' clerical experience required. Secretary/Administrative Assistant experience preferred. Proficiency in computer skills and AS400 program preferred.*

**ESSENTIAL JOB FUNCTIONS:** The position of the Secretary requires the following job functions with or without reasonable accommodations:

Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; mastery of appropriate computer operation and skills; operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds, sit for extended periods of time; capable of mobility; bend, kneel; reach; utilize phone system; utilize and fully maintain filing systems; possess basic mathematical skills such as percentages and fractions, etc; operate standard business office machines (e.g. calculator, copier, fax machine, television). **Comply with all policies of the Board of Trustees, ACCS, and the college.**

**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 Director of Information Technology and Telecommunications, maintaining strict confidentiality and handling issues without direct supervision.
2. Maintain security of confidential files and documents. Develop and maintain a comprehensive and efficient filing system. Preserve, purge, and archive files as necessary.
3. Answer and screen telephone calls; refer calls to the appropriate person; provide assistance as requested; record and disseminate messages.
4. Assist users in the operation and use of the College's ERP (Enterprise Resource Planning) Administrative Software System.
5. Check and process all student email request for help.
6. Assist students with setting up mobile devices using Bevill wireless.
7. Assist in the setup and maintenance of student email; password resets and trouble-shooting using Google (BearMail) System.
8. Assist faculty and staff with setting up mobile devices to wireless and College email.
9. Work advanced and regular registration; support users and troubleshoot any problems.
10. Schedule repairs for computers and printers.
11. Contact appropriate entity when problems occur in communication lines e.g. Phones, Internet, and WAN.
12. Type memorandums and reports for department.
13. Maintain college phone directory.
14. Receive college personnel, students, vendors, and other visitors to the office in a professional and tactful manner.
15. Receive and process incoming, outgoing, and inter-campus mail for the office of the Director of Information Technology and Telecommunications in a timely manner.
16. Coordinate meetings and schedule appointments as needed.
17. Maintain the calendar of the Director of Information Technology and Telecommunications that coordinates appointments, meetings, and schedules.
18. Develop, organize, and maintain files and records to support all functions of the office of the Director of Information Technology and Telecommunications.
19. Process purchase orders and check requests for the office.
20. Maintain inventory of office supplies and order as necessary.
21. Train Student Help Desk personnel. Assign duties approve their schedules and verify their time sheets.
22. Attend college functions as required by the college.
23. Prepare agendas, records, and transcribe minutes for assigned committee meetings.
24. Serve as a committee member as assigned.
25. Perform other 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 March 13, 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, and Bevill State Community College 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. 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.