



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Posting date: April 19, 2017

Closing date: May 3, 2017

This is an AT-WILL position for which the attainment of non-probationary status (tenure) is not available.
(Continued employment is contingent upon funding.)

POSITION #693: Records Coordinator of Student Support Services – Jasper Campus

APPROXIMATE STARTING DATE: May 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: An Associate's degree (Bachelor degree preferred) in office administration, business, accounting or related field from an accredited institution; a minimum of one year experience working in office environment; demonstrable communication skills, both oral and written; excellent organizational skills; and proficient word processing and data entry skills are required. Knowledge of evaluation, financial aid, bookkeeping and a background similar to the target population is preferred.

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

1. Assist in preparing reports, and disseminating information to participants, project staff, college administrators, faculty, staff, and the community.
2. Assist with recruitment and selection of new participants.
3. Assist with selection of qualified recipients for supplemental grant awards.
4. Assist with the assessment of academic needs of each Student Support Services participant.
5. Assist in the evaluation of the Student Support Services project.
6. Provide office management and administrative support.
7. Organize and maintain a confidential filing system and database on all participants and activities and services.
8. Assist in tracking Student Support Services participants for the purpose of collecting data on retention, graduation, grade point averages, and transfer rates for project evaluation.
9. Assist the Director in monitoring and reconciling the budget.
10. Assist the Director in monitoring inventories, purchase requisitions, trip requests, and expense statements.
11. Assist in ensuring appointments are scheduled with participants at prescribed intervals to review academic progress, performance, personal concerns, and other relevant issues.
12. Serve as an advocate for disadvantaged students.
13. Maintain professional conduct in dealing with students, staff, administration, faculty, and the College community.
14. Assist in the development of the *Individual Graduation & Success Plan* (IGSP).
15. Assist in developing and conducting seminars on: study skills, career exploration, financial literacy, and transfer information, etc., as required.
16. Assist in developing and revising instructional sessions based on individual learning needs specified in the IGSP for each participant.
17. Assist in providing tutors and participants with relevant instructional aids.
18. Participate on college-wide committees as assigned.
19. Dispense necessary reports in a timely manner.
20. Attend all called meetings appropriate to the position.
21. Continue professional development through professional organizations, seminars, workshops, etc., to maintain and improve skills.
22. Perform other duties as needed to support and facilitate the essential functions of the Student Support Services project.

SALARY RANGE: Minimum \$24,511 maximum \$38,449 based on experience and educational level for placement on the Alabama Community College System 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 May 3, 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. 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.