



BEVILL STATE COMMUNITY COLLEGE

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

POSITION ANNOUNCEMENT

Beginning date January 4., 2018

Closing date: January 18, 2018

POSITION #724: Student Services Specialist I – (one or more positions available) Jasper and Sumiton Campuses

APPROXIMATE STARTING DATE: January, 2018

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 degree required, Bachelor's degree is preferred.

ESSENTIAL JOB FUNCTIONS: The position of Student Services Specialist I requires the following essential job functions: 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 (e.g. ACCESS); operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds, sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; utilize telephone system; utilize and fully maintain filing systems (e.g. Times II); 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 ACCS Board of Trustees and the College.

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. Serve as primary Financial Aid Associate or as the campus Recruiting Associate with primary responsibility for implementing the campus recruitment plan.
2. Receive visitors, students, staff and faculty in a congenial manner, communicating an image of courtesy and competence. Provide positive answers and maintain a pleasing, concerned attitude. Create a warm hospitable atmosphere for the office.
3. Be knowledgeable about all institutional policies and 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 in the development of measurable objectives and annual planning statements that support the strategic planning and budget process.
6. Assist the Director of Student Services in organizing special events that are sponsored by the Office of Student Services.
7. Perform other tasks, as needed, to support and facilitate the day-to-day operations of the Office of Student Services of Bevill State.

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**

SALARY RANGE: Minimum \$29,153 -maximum \$43,091 based on experience and educational level for placement on the Alabama Community College System Salary E3-05.

APPLICATION DEADLINE:

Completed applications must be received by 3:00 pm January 18, 2018, 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 non-refundable 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. Beville 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.

Beville State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Beville 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. Beville 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 Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.