



**BEVILL STATE COMMUNITY COLLEGE**  
1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

Position Announcement

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**POSITION: #PT-859      Part-time-Student Services Office Assistant - All Campuses**

**STARTING DATE:**

**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:** An Associate Degree is Required.

**ESSENTIAL JOB FUNCTIONS:** This position requires the employee to perform the following essential job functions with or without reasonable accommodations: perform data entry operations; operate a motor vehicle; communicate orally; communicate in writing; communicate with auditory skills; capable of mobility; climb and descend steps; sit for extended periods of time; stand for extended periods of time; utilize keyboarding skills; utilize microcomputer and computer terminals; maneuver in small places; bend; kneel; and reach; possess visual ability and manual dexterity; possess basic mathematical skills; operate calculator, copier, fax machine; demonstrate knowledge of the English language, including grammar, word usage, syntax, and sentence structure; utilize telephone system. **Comply with all policies of the Alabama Community College System, Board of Trustees, and the College.**

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

1. Man the front desk in the Office of Student Services and 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.
2. Maintain current knowledge of institutional policies, procedures, programs and practices to ensure accuracy of information provided to visitors and employees.
3. Proactively seek out information about college events and activities.
4. Provide applications for admissions and other related admission and registration information to prospective students and assist those who require help with the completion of forms.
5. Assist with the registration process as needed.
6. Be knowledgeable of the various types of financial assistance and scholarships available to students.
7. Monitor copier room, storage area, and reception area to ensure that they are well stocked and neatly organized.
8. Serve as the data entry station for student information, utilizing the Banner system to input data.
9. Serve as a liaison between students and the Office of Student Services staff.
10. Maintain confidentiality of all records and information.
11. Perform word processing functions as needed by the Director of Student Services.
12. Perform other tasks, as needed, to support and facilitate the day-to-day operations of the Office of Student Services of Bevill State.

**SALARY RANGE:** \$12.00 per hour with no more than 18 hours per week.

**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

**APPLICATION DEADLINE:**

**APPLICATION DEADLINE:** Completed applications must be received by 3:00 pm 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 Beville State Community College Application.
- Three **current, signed, and dated** letters of reference (no older than one year)
- 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. 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 policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, 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. BSCC will make reasonable accommodations for qualified disabled applicants or employees. BSCC reserves the right to withdraw a 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.