



# Alabama Southern Community College

## INTENT TO EMPLOY

(posted July 17, 2015)

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Position:	Administrative Assistant to the Dean of Instruction
Minimum Qualifications:	<p><b>Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process.</b> Following are the minimum <b>required qualifications</b> for this position:</p> <ul style="list-style-type: none"><li>• Bachelor's degree.</li><li>• Demonstrated computer skills including mastery of Microsoft Office.</li><li>• Demonstrated project management skills</li><li>• Minimum of five years of field related experience.</li><li>• Knowledge of IBM iSeries Administrative Operating System.</li><li>• Ability to use IBM Data Query Systems.</li><li>• Proficiency in communications skills.</li><li>• Ability to handle multiple priorities.</li><li>• Ability to work well with others and under pressure.</li></ul>
Preferred Qualifications:	<p>The following are the <b>preferred qualifications</b> for this position:</p> <ul style="list-style-type: none"><li>• Experience with Alliant Administrative Software Data Systems.</li><li>• Experience with Alabama Community College System Reporting.</li></ul>
Duties and Responsibilities:	<p>The duties and responsibilities of this position include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Performing and supervising general word processing as required for the completion of reports, memos, forms, contracts, correspondence, course schedules, and other related documents.</li><li>• Preparing travel vouchers and making travel arrangements for the Dean of Instruction.</li><li>• Processing of mail (both in and out) for the Office of Academic Affairs.</li><li>• Serving as recorder, transcribing and transmitting minutes of College committees as assigned by the Dean of Instruction.</li><li>• Keeping an appointment calendar for the Dean of Instruction.</li><li>• Maintaining the filing system for the Office of Academic Affairs.</li><li>• Acting as general receptionist for the Office of Academic Affairs.</li><li>• Supervising clerical and work-study personnel assigned to the Office of Academic Affairs.</li><li>• Keeping a checklist and ordering supplies for the office as required.</li><li>• Maintaining the schedule for the Dean of Instruction.</li><li>• Working with assigned staff in the development and submission of governmental and private foundation grant proposals.</li><li>• Working with assigned staff in the development and submission of special service contacts for personnel and adjuncts.</li><li>• Working closely with the College administration on the development of annual budgets for approval by the President.</li><li>• Learning to use computer programs and systems required to conduct assigned responsibilities.</li><li>• Serving on and providing information to College committees as needed.</li><li>• Assisting in recruitment and retention of students.</li></ul>
Salary:	Salary level will be determined by educational attainment according to State Board of Education Salary Schedule E3.
Anticipated Begin Date:	August 2015

Application Procedure:

To be considered for an interview, the applicant must **submit all of the following**:

- **Letter of Application**
- **Current Resume'**
- **A completed ASCC Employment Application.**
- **Copies of transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts.**
- **A minimum of three professional references with addresses and phone numbers.**

**APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.** Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

**To secure an employment application, go to [www.ascc.edu](http://www.ascc.edu)**. Send complete application packets to:

**Human Resources  
Alabama Southern Community College  
Attn: Rodney L. Lord  
P. O. Box 2000  
Monroeville, AL 36461**

**Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.**

Application Deadline:

All Application Materials **must be received** in the Human Resources Office **no later than close of business day, CST, August 7, 2015**, to ensure full consideration.

**Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.**

Interview Process:

The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information:

Alabama Southern Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, 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. (Name of your 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.

**The college will not incur the cost of applicants' interview expenses.**