

# Jefferson Davis Community College

Administration and Personnel Office

## POSITION VACANCY ANNOUNCEMENT

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**POSITION:** ADMINISTRATIVE ASSISTANT TO THE PRESIDENT

**DESCRIPTION OF COLLEGE:** Jefferson Davis Community College is a public comprehensive community college located in Brewton and Atmore, Alabama.

**QUALIFICATIONS:**

1. A minimum of associate's degree or equivalent.
2. A minimum of three years' work-related experience.
3. Demonstrated ability to use current office technologies and software is required.
4. Excellent communication skills, both orally and in writing are required.
5. Demonstrated organization skills are required.
6. Experience interacting with the public is required.
7. Office management experience is preferred.

**DESIRED PROFILE:** Preference will be given to candidates who can demonstrate through their experiences and accomplishments:

1. Ability to remain calm and effective in a multi-task environment.
2. Ability to synthesize and fulfill office priorities in a timely fashion.
3. High level of energy.
4. Interest in professional growth and the learning environment.
5. High ethical standards.
6. Ability to work with a variety of individuals.

**GENERAL RESPONSIBILITIES:** The Administrative Assistant manages and performs all office support for the President's office under the direction of the President of Jefferson Davis Community College. The Administrative Assistant must be task-oriented and self-motivated, work well under pressure, and have the ability to work collaboratively with the President and other campus personnel; adhere to strict standards of confidentiality; must work independently and use own judgment; must be able to research statutes, the Internet and relevant sources; and must act as a liaison for the College and President.

**DESCRIPTION:** The Administrative Assistant to the President will adhere to the general guidelines as specified by the *Jefferson Davis Community College Policy Manual* and the Alabama State Board of Education. Duties will include:

1. to prepare official documents for President's approval;
2. to receive and handle communications (U.S. mail, telephone, and e-mail);
3. to serve as the president's liaison by managing schedule of visitors, telephone calls, and office calendar; by referring sensitive correspondence; making travel arrangements; and arranging various college meetings and functions as appropriate;
4. to serve as a receptionist;
5. to maintain a comprehensive filing system of all correspondence, meetings, and related documents including files of a confidential nature;
6. to assist with administrative detail and transmit administrative decisions in a confidential, professional manner;
7. to prepare purchase orders as required;
8. to maintain directory information files;
9. to attend and take minutes at President's Advisory Council meetings, College Council meetings, Foundation meetings, and other meetings as directed;
10. to write letters and memos as required;
11. to type, scan, and photocopy documents as required;
12. to assist with preparation of College Catalog and other College publications;
13. to purge files according to records retention guidelines as required;
14. to maintain equipment inventory records for President's office;
15. to send and receive fax messages for the President and other employees as required;
16. to assist with answering switchboard;
17. to assist students/visitors with directions as required;
18. to assist with JDCC Foundation fundraising events;
19. to submit various reports to the Department of Postsecondary Education;
20. to keep abreast of changes to State Board of Education policies and maintain files;
21. to verify approval of and maintain files of approved State Board of Education

- Action Items affecting JDCC;
22. to update spreadsheet as required of changes in employees serving on various college committees;
  23. to monitor monthly budget reports for the President's Office;
  24. to maintain out-of-state travel requests and submit reports to the Department of Postsecondary Education;
  25. to oversee the Brewton Campus mailroom, including ordering supplies and serving as a the point of contact for equipment problems;
  26. to send acknowledgements for gifts to the College and the Foundation;
  27. to maintain tuition waiver records and prepare waiver reports each semester; and
  28. to serve on various College committees.

**SALARY:** Appropriate placement on Alabama State Salary Schedule E3  
Salary Range: \$28,032 to \$50,360  
Based on credentials and experience

**APPLICATION PROCEDURE:** Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. An application packet consists of:

- A completed JDCC application;
- College transcripts (unofficial or official);
- Resume; and,
- Three signed, professional letters of recommendation, **one from a current or former supervisor which verifies required experience**

Send application packet to:  
Office of Administration and Personnel  
Jefferson Davis Community College  
P. O. Box 958  
Brewton, AL 36427-0958

**APPLICATION CLOSING DATE:** **November 30, 2011**

**ANTICIPATED STARTING DATE:** January 15, 2011

**OTHER INFORMATION:** Application is available from:  
Office of Administration and Personnel  
Jefferson Davis Community College  
P. O. Box 958  
Brewton, AL 36427  
Phone: (251) 809-1532

and on the JDCC web page at: [www.jdcc.edu](http://www.jdcc.edu)

*Jefferson Davis Community College is an equal opportunity employer.*

*It is the official policy of the Alabama State Board of Education and Jefferson Davis Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be submitted to discrimination under any program activity, or employment.*

*In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.*