

Jefferson Davis Community College

Administration and Personnel Office

POSITION VACANCY ANNOUNCEMENT

POSITION: SECRETARY TO THE PRESIDENT

DESCRIPTION OF COLLEGE: Jefferson Davis Community College is a public comprehensive community college located in Brewton and Atmore, Alabama. The College has an enrollment of approximately 1,500 students.

QUALIFICATIONS:

1. Associate's degree or three years' clerical experience is required
2. Excellent oral, written and computer application skills are required.
3. Demonstrated organization skills are required.
4. Experience interacting with the public is required.

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

1. Understanding of and commitment to the philosophy and mission of a comprehensive community college;
2. Respect for individuals of different genders, religions, ethnic backgrounds, abilities, and opinions;
3. Ability to complete multiple tasks under pressure and meet deadlines; and
4. Excellent speaking, writing, and organizational skills.

DESCRIPTION: The Secretary 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 receive and handle communications (U.S. mail, telephone, faxes, and e-mail);
2. to schedule and arrange appointments, meetings, receptions, and travel plans;
3. to serve as a receptionist;
4. to maintain a comprehensive filing system of all correspondence and related documents including files of a confidential nature;
5. to maintain an adequate supply of office essentials;
6. to prepare purchase orders as required;
7. to maintain directory information files;
8. to take minutes at Advisory Board Meetings, College Council Meetings, and elsewhere, as directed.
9. to write letters and memos as required;
10. to type, photocopy, and scan as required;
11. to assist with preparation of College Catalog and other college publications;
12. to purge files according to records retention guidelines as required;
13. to maintain equipment inventory records for President's office;
14. to send and receive fax messages for the President and other employees as required.
15. to assist with answering switchboard;
16. to assist students/visitors with directions as required;
17. to assist Dean of Business Affairs with letters, etc. requiring the President's signature;
18. to assist with JDCC Foundation fundraising events; and
19. to complete other duties as assigned.

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:**

August 20, 2010 (12:00 p.m.)

**ANTICIPATED
STARTING DATE:**

September 15, 2010

**OTHER
INFORMATION:**

Application is available from:
Office of Administration and Personnel
Jefferson Davis Community College
P. O. Box 958
Brewton, AL 36427
Phone: (251) 809-1530

and on the JDCC web page at: 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.