Central Alabama Community College  
*Position Vacancy Announcement*

**Posting Date:** September 9, 2016  
**Closing Date:** September 26, 2016 at 2:00 p.m. CST

**POSITION:**  

**Secretary Adult Learning Program**

**POSITION SUMMARY:**  
The Secretary Adult Learning Program is responsible for providing assistance to the Director in developing, managing and maintaining all programs and activities within the Adult Learning Division. These responsibilities include: preparing and submitting all required program reports, maintaining all required program records, maintaining and submitting all information required to continue program eligibility and assisting in preparing and submitting all program proposals, budgets and contracts.

**MINIMUM QUALIFICATIONS:**
1. Associate’s degree is **required**.
2. Three (3) years of related support professional administrative work experience is **required**.
3. Strong computer skills to include Word, Excel, Access and PowerPoint is **required**.
4. Excellent communication skills, both verbal and written is **required**.
5. A bachelor’s degree and experience in a comparable position is **preferred**.

**ESSENTIAL FUNCTIONS:**
1. Comply with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Central Alabama Community College.
2. Assist the Director in composing, preparing and transmitting confidential and sensitive information.
3. Assist with the preparation of documents for compliance reporting to all state and federal agencies.
4. Develop and maintain a comprehensive and efficient filing system to include reference materials, publications, articles, committee minutes and other written documents. Preserve, purge, and archive files in accordance with Records Retention Act.
5. Provide relevant information to the public regarding Adult Learning program and services.
6. Process and submit internal staff payroll and other reports, as assigned by the Director.
7. Serves as an alternate examiner for the GED Tests, in special circumstances, as assigned by the Director.
8. Process and submit all required external program reports.
9. Requisition and order instructional materials, supplies and equipment in compliance with the Alabama Bid Law requirements.
10. Prepare, maintain and periodically report comprehensive expenditure projections.
11. Utilize current technology to update and load divisional information to the College web page.
12. Provide support for day-to-day activities of Adult Learning programs.
13. Prepare and maintain comprehensive daily operational files of all Adult Education staff.
14. Maintain an inventory of equipment.
15. Assist in advertising and promoting current and new programs.
16. Assist program staff in understanding program policies and procedures.
17. Assist in the preparation of funding proposals, budgets and contracts.
18. Assist in preparing and submitting claims for reimbursement of funds.
19. Assist in staff orientation and continuing staff training.
20. Attend program functions and events, as assigned by the Director.
21. Inform the Director immediately of any event or circumstance that requires administrative action.
22. Assist in research and development of new Adult Learning programs.
23. Assist in recruitment of students.
25. Maintain all student records for Adult Learning courses.
26. Serve on college committees.
27. Perform other related duties as assigned that relate to the position.

**SALARY:**

**APPLICATION PROCEDURE:**
Applicants must meet the minimum qualifications and must submit a completed application packet by the deadline of **September 26, 2016 at 2:00 pm CST**, in order to be considered for the position. Applications are available at [www.cacc.edu](http://www.cacc.edu) or by calling Human Resources at 256-378-2010 or 256-378-2011.

A complete application packet consists of the following:
1. CACC Application for Employment (original form must be completed in entirety).
2. Current resume.
3. College transcripts (copies will be accepted; if employed, it is the responsibility of the employee to furnish official transcripts to CACC). Transcripts must provide degree and date degree was awarded.

Faxed or emailed application materials will not be accepted.

Mail application packet to:
Central Alabama Community College
Human Resources
34091 U.S. Hwy. 280
Childersburg, AL 35044

Incomplete application packets and/or application packets received after the closing date will eliminate the possibility of an interview. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. Applicants who are scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant may request a copy of the Essential Functions for the position prior to the interview appointment. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for the interview. The College reserve the right not to fill the position in the event of budgetary or operational constraints.
ANTICIPATED START DATE: As soon as possible following closing date.

Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System 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.

Central Alabama 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.

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 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.