Central Alabama Community College

Position Vacancy Announcement

Posting Date: September 28, 2016
Closing Date: October 12, 2016 at 2:00 p.m. CST

POSITION:
The Secretary Upward Bound Program will be responsible for assisting in the day-to-day functions of the department. This includes, but is not limited to, clerical services, implementation of federal requirements, budget monitoring, and records management. This position reports to the Upward Bound Director. Upward Bound is a federally funded TRIO project. This is a temporary, grant-funded position. Continued employment is dependent on continued funding.

MINIMUM QUALIFICATIONS:
1. Associate’s degree from an accredited institution of higher education is required.
2. Three (3) years of documented office management experience is required.
3. Ability to maintain effective relationships with students, employees, and stakeholders is required.
4. Ability to problem solve and prioritize with minimal supervision is required.
5. Excellent oral and written communication skills are required.
6. Proficiency in Microsoft Office is required.
7. Data management experience is required.
8. Ability to develop, review, and edit drafts of professional documents is required.
9. Experience in organizing events is required.
10. Ability to travel to and from instructional sites and to participate in scheduled activities is required.
11. Ability to work non-traditional work hours is required.
12. Previous experience with Trio programs is preferred.
13. Previous post-secondary experience is preferred.
14. Previous experience with educational operating systems is preferred.

ESSENTIAL FUNCTIONS:
In addition to adhering to the guidelines as specified by the CACC Employee Handbook, the Alabama Community College System, Alabama Community College System Board of Trustees and the Dean of Students and Upward Bound Director, duties will include:

1. Manage the day to day office activities for the Upward Bound department.
2. Adhere to the College standards for professionalism and confidentiality.
3. Provide administrative assistance for all Upward Bound processes.
4. Provide clerical assistance for the Upward Bound Director and teachers.
5. Receive and process correspondences for the Department—telephone, written, and email correspondences.
6. Schedule appointments for the Department.
7. Maintain a departmental calendar.
8. Collect and maintain accurate data and assist with the Annual Performance Report.
9. Maintain a comprehensive and efficient filing system, including paper and electronic files, for all correspondences, data, record, documents, and files.
10. Maintain inventory of materials and equipment and orders additional supplies as needed.
11. Assist with the development and monitoring of the budget.
13. Assist with the preparation of travel requests, including reimbursement for the department.
14. Generate meeting invitations/agendas and prepares minutes.
15. Assist with the development of the Upward Bound schedule.
17. Perform additional duties as assigned as relate to the position.
18. Serves on college committees as assigned.

**SALARY:**
State Salary Schedule E4 ($24,511-$43,091)

**APPLICATION PROCEDURE:**
Applicants must meet the minimum qualifications and a completed application packet must be received by the deadline of October 12, 2016 at 2:00 p.m. CST in order to be considered for the position. Applications are available at www.cacc.edu. Direct access to Human Resources is 256-378-2010 or 256-378-2011.

A complete 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).

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

**ANTICIPATED START DATE:**
As soon as possible after 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.