



WALLACE STATE HANCEVILLE

Vacancy Announcement

DATE: 5/18/ 07

POSITION: Administrative Assistant

REPORTS TO: Director of Human Resources

MINIMUM QUALIFICATIONS:

1. Associate's degree in Human Resources or related field from an accredited institution is required
2. Two years experience working in personnel or Human Resources preferred
3. Knowledge of principles and practices of effective personnel management and administration
4. Must have excellent math skills
5. Must be able to work independently
6. Ability to multi-task, prioritizing among competing tasks, and to use critical thinking skills.
7. Ability to establish and maintain effective working relationships other employees and the public in a pleasant and effective manner
8. Ability to maintain confidentiality
9. Effective oral and written communication skill
10. Proficient in Microsoft Word, Excel, power point, email and administrative computing systems

RESPONSIBILITIES: The duties and responsibilities of this position include the following:

1. Assist with the planning, organizing and coordinating general personnel management activities
2. Assist with administration of college leave benefits
3. Assist in the processing and orientation of new employees
4. Types employee contracts
5. Assist with time sheets preparatory to the running of the payroll
6. Assist in the administration of employee benefits
7. Monitor employees reviewing personnel files
8. Maintain confidentiality of personnel files and other employee actions
9. Verify, post and process all requests for leave
10. Award earned leave on a monthly basis and prepare reports
11. Provide current and prospective employees with policies and procedures related to leave benefits
12. Manage sick leave bank activity
13. Type and manage files of employee contracts and enter correct data into system
14. Maintain up-to-date employee salary information, including calculation of step raise and part-time data
15. Assist in compiling statistical reports concerning personnel related data, such as hires and transfers
16. Provide information from personnel files for authorized organizations such as credit bureaus and finance companies
17. Perform other duties as assigned by the Director or President

SALARY: Appropriate placement on State Salary Schedule E3 (\$26,198 - \$47,065) of the Alabama Department of Postsecondary Education Salary Schedule.

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a skills test. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

RETURN PACKETS TO: Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8295

APPLICATION DEADLINE: The deadline for receipt of all application material is 3:00 p.m., June 08, 2007.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, all college transcripts (unofficial accepted), three current professional letters of recommendation and (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State 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 the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.