



WALLACE STATE HANCEVILLE

Vacancy Announcement

05/17/07

POSITION: Auxiliary Services Employee

REPORTS TO: Director of Auxiliary Services

MINIMUM QUALIFICATIONS:

1. High School Diploma required
2. Ability to communicate orally
3. Ability to work cooperatively
4. Ability to work non-standard hours
5. Must be able to make routine repairs in dorms and vending areas
6. Math skills and ability to calculate vending supply needs and purchase stock
7. One year of experience in food marketing is preferred
8. Have or willing to obtain a Commercial Driver's License

RESPONSIBILITIES:

1. Promote the mission and goals of the college
2. Exhibit a strong work ethic and a cooperative attitude
3. Stock vending machines
4. Maintain warehouse stock
5. Collect revenue from machines
6. Keep machines clean and serviced
7. Set up tables, clean tables and serve food during special events
8. Set up and operate sound and light equipment at special events
9. Work concessions at events
10. Repair beds and desks in dormitories
11. Perform minor plumbing and electrical repairs in the dormitories
12. Wash and clean vehicles in fleet
13. Work in bookstore filling orders and delivering supplies
14. Perform other duties as assigned by the Director, Dean, or President

SALARY: Appropriate placement on State Salary Schedule E4 (\$22,026 - \$38,723) of the Alabama Department of Postsecondary Education Salary Schedule.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, transcripts (unofficial acceptable), three (3) up-to-date professional letters of recommendation and three (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.

RETURN PACKETS TO:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Telephone: 256-352-8295**

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

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. 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.

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.