

June 25, 2009



ENTERPRISE-OZARK COMMUNITY COLLEGE

Your Investment in Excellence

POSITION: **Secretary, Adult Education**

QUALIFICATIONS: **Required:** Associate degree **OR** high school diploma and three years' executive level clerical experience. **Preferred:** Prior experience working in a Postsecondary Education environment. Experience with AS400 database.

POSITION SUMMARY: The Secretary performs all office administration functions for the Adult Education Department.

DUTIES AND RESPONSIBILITIES: **SEE ATTACHED JOB DESCRIPTION**

SALARY: Based on State Board of Education Salary Schedule E5-06 (\$23,568 - \$36,970)
Federally funded position

POSITION AVAILABLE: July 2009

POSITION DEADLINE: Application packet must be received in Human Resources **NO LATER THAN 1:00 p.m., Friday, July 10, 2009.**

APPLICATION PROCEDURE:

All applicants must submit a complete application packet which consists of the following:

- A completed Enterprise-Ozark Community College application for employment
- Current resume
- Verification of required education
- If submitted, verification of experience must include **dates and job title and be on official letterhead with an authorized personnel signature.**

Only complete application packets received by the deadline date will be considered. From all applications received, a search committee will review applications, interview eligible applicants, and select candidates for further consideration by the President. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate clerical proficiency with a skills test, as part of the on-campus interview process.* **Employment is contingent upon receipt of clearance notice from criminal background check.**

Enterprise-Ozark Community College application for employment form is available at www.eocc.edu and applications should be sent to:

ATTN:2008-09:14
Enterprise-Ozark Community College
PO Box 1300
Enterprise, AL 36331

Enterprise-Ozark 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. Enterprise-Ozark Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

Enterprise Campus
600 Plaza Drive/P. O. Box 1300
Enterprise, AL 36330/36331
(334) 347-2623

Ft. Rucker Site
Bldg. 4502, Kingsman Street
Ft. Rucker, AL 36362
(334) 598-3438

Aviation Center Mobile
1975 Avenue C
Mobile, AL 36615-1403
(251) 438-2816

Ozark Aviation Campus
3405 Highway 231 South
Ozark, AL 36360
(334) 774-5113

**ENTERPRISE-OZARK COMMUNITY COLLEGE
JOB DESCRIPTION**

Job Title: Adult Education Secretary
Department: Adult Education
Reports to: Director, Adult Education
Job Summary: Performs all office administration functions.

Specific Duties and Responsibilities:

1. Performs all office administration functions – answers telephones, operates various office equipment, prepares correspondence, maintains files, schedules appointments, processes incoming and outgoing mail, receives visitors, posts to calendar, duplicates, and assembles materials.
2. Prepares requisitions for books, supplies, and materials. Maintains invoices for purchase orders and closes all outstanding purchase orders.
3. Submits travel requests, makes travel arrangements, and files travel expense reports for Adult Education Program.
4. Responsible for all necessary billing to the Department of Postsecondary Education.
5. Responsible for materials, equipment, and financial resources that have a direct impact on the Adult Education Program.
6. Responsible for greeting prospective students and counseling about procedures for entering Adult Education and ESL classes.
7. Maintains service contracts and arranges repairs for all office equipment and computers.
8. Prepares instructor contracts, processes and distributes job descriptions, and processes payroll forms for new personnel.
9. Checks monthly timesheets submitted by personnel, calculates salaries and submits payroll to Business Office on a monthly basis for 25-35 employees.
10. Maintains employee records.
11. Maintains and disseminates inventory data for Adult Education.
12. Assists in preparation for professional development activities.
13. Assists in maintaining budgets.
14. Responsible for taking and preparing meeting minutes.
15. Assists in maintaining and compiling employee evaluations.
16. Assists in preparing and distributing advertising as required.

17. Assists in preparing GED graduation and/or celebration materials.
18. Assists in presenting sessions for Adult Education conferences and workshops.
19. Assists in coordinating activities and fills requests for materials, supplies, and other items for the activities as necessary.
20. Supervises work study students.
21. Required to meet deadlines and work well under pressure; proficiency working with confidential materials; responsible for considerable work that consists of varied activities and involves analysis to decide what needs to be done and planning to organize the work.
22. Work involves assessment of a variety of concrete and abstract matters or situations; and, considerable responsibility for coordination, organization, facilitation, and/or prioritization of own work.
23. Frequent responsibility to respond to multiple demands that compete for time.
24. Serves on college committees as required.
25. Assumes any other duties and responsibilities assigned by the Director of Adult Education and/or the President.

Required Education/Work Experience:

1. Associates degree **or** high school diploma and three years' executive level clerical experience.
2. Prior experience working in a Postsecondary Education environment preferred.
3. Prior AS400 experience preferred.

Required License/Certification:

None required

Other Special Qualifications/Requirements of the Job:

1. Excellent verbal and written communication skills.
2. Experience in budget preparation, account maintenance, and payroll.

Reviewed by:

Supervisor

Date

Employee

Date