Position: Administrative Assistant II, Academic Services

Minimum Qualifications:
- Associate’s degree in Business, Office Administration or related field.
- Three (3) years of full-time secretarial experience.
- Experience working with the AS400 system preferred.

Campus: Main

Required Knowledge, Skills, and Abilities:
- Proficient in use of the Microsoft Suite, specifically Word, Excel, and PowerPoint.
- Ability to operate office machines and equipment, including personal computers, keyboards, multi-line phone systems, copy machines, printers, and fax machines.
- Excellent oral, written, and interpersonal skills.
- Ability to interact with the general public in a courteous and helpful manner.
- Ability to assemble, organize, and prepare data for records and reports.
- Ability to organize and maintain records.
- Ability to plan, organize, and complete work to meet established deadlines.
- Strong interpersonal skills and work ethic.
- Superior English language skills to correspond both verbally and in writing, using good grammar, spelling, punctuation, and structure.

Major Duties and Responsibilities:
- To convey college-related information to students in a timely manner as requested by college officials.
- Serves as initial contact with faculty, staff, and students for the Dean of Instructional Services’ Office.
- Prepares and distributes correspondence in the Dean of Academic Services office to include: letters, memos, reports, contracts, routing incoming and outgoing mail, etc.
- Assist students with questions regarding add/drops.
- Assist with the development of the semester course schedule.
- Assist division and department chairpersons in making changes to the schedule.
- Prepare and verify for accuracy the Dean of Academic Services’ travel and expense reports.
- Make travel arrangements for the Dean of Instructional Services.
- Assist with the preparation and submission of grant proposals.
- Make arrangements for meetings, conferences, and interviews for the Dean.
- Review incoming correspondences and reports for the Dean of Academic Services’ signature.
- Schedule appointments and maintain the calendar.
- Coordinate and assist in the preparation of forms, proposals, and reports for agencies such as the Alabama Community College System, ACHE, SACS, etc.
- Make sure all reports are distributed to the appropriate departments and or individuals.
- Follow-up to make sure such reports are progressing in a timely manner.
- Performs general secretarial duties to include: typing, filing, answering phone, ordering supplies, etc.
- Assist with the coordination of various faculty/staff functions.
• Responsible for incoming mail maintenance.
• Assists with the registration process.
• Serve on College committees as assigned by the President.
• Complies with all policies and procedures established by the college and/or the Alabama Community College System.
• Performs other duties as assigned by the appropriate Dean, Vice President, or President.

Salary:
Salary level will be determined by educational attainment level and years of applicable experience according to the Alabama Community College System Salary Schedule E3, Grade 4 - $32,494 – $45,896.

Application Procedure:
Position announcements and employment applications are available at www.bishop.edu and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to mlyons@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:
• Completed Bishop State Community College employment application (must be signed),
• Letter of interest with reference to the position announcement,
• Current resume,
• Transcripts (official required if hired), and
• Verification of Work Experience form for directly related work experience from current and/or previous employers (form included as last page of application) and/or letters from current and/or previous employers verifying directly related work experience (letters must include employment dates and job title, and must be on company letterhead and signed by authorized personnel).

Application Deadline:
A complete application packet must be received in the Office of Human Resources no later than Wednesday, August 3, 2016 at 5:00 p.m.

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 nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State 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.

Other Information:
The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop 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. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.