POSITION: Part-Time Temporary Administrative Assistant—Brewton Campus
(19 hours per week)

DESCRIPTION OF COLLEGE: Jefferson Davis Community College is a public comprehensive community college located in Brewton and Atmore, Alabama.

QUALIFICATIONS: 1. A minimum of an associate’s degree from a regionally accredited institution or three years’ secretarial experience is required
2. Excellent oral, written and computer application skills are required.
3. Demonstrated organization skills are required.
4. Experience interacting with the public is required.

DESIRED PROFILE: Preference will be given to candidates who can demonstrate through their experiences and accomplishments:
1. Understanding of and commitment to the philosophy and mission of a comprehensive community college;
2. Respect for individuals of different genders, religions, ethnic backgrounds, abilities, and opinions;
3. Ability to complete multiple tasks under pressure and meet deadlines; and
4. Excellent speaking, writing, and organizational skills.

DESCRIPTION: The Temporary Part-Time Administrative Assistant will perform duties for the President and/or the Director of Administration and Personnel and will adhere to the general guidelines as specified by the Jefferson Davis Community College Policy Manual and the Alabama State Board of Education. Duties will include:
1. to receive and handle communications (U.S. mail, telephone, faxes, and e-mail);
2. to schedule and arrange appointments, meetings, receptions, and travel plans;
3. to serve as a receptionist;
4. to maintain a comprehensive filing system of all correspondence and related documents including files of a confidential nature;
5. to maintain an adequate supply of office essentials;
6. to prepare purchase orders as required;
7. to maintain directory information files;
8. to take minutes at Advisory Board meetings, College Council meetings, and elsewhere, as directed;
9. to write letters and memos as required;
10. to type, photocopy, and scan as required;
11. to submit advertisements for vacant positions for publication;
12. to assist in the scholarship award process by ensuring scholarship application forms are available for distribution, by documenting receipt of scholarship applications, by distributing scholarships to sub committees, and by printing award certificates;
13. to maintain information for Institutional Effectiveness documentation;
14. to assist with JDCC Foundation fundraising events;
15. to maintain out-of-state travel documentation;
16. to assist with preparation of College Catalog and other college publications;
17. to serve as secretary to the Recruitment and Selection Committee;
18. to purge files according to records retention guidelines as required;
19. to assist with answering switchboard;
20. to assist students/visitors with directions as required;
21. to assist Dean of Business Affairs with letters, etc. requiring the President’s signature; and
22. to ensure adequate supplies and working equipment are available in the mailroom on the Brewton Campus.
**SALARY:**  
H Salary Schedule (Salary Range $13.00 to $15.00 per hour)

**APPLICATION PROCEDURE:** Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. An application packet consists of:

- A completed JDCC application;
- College transcripts (unofficial or official);
- Resume; and,
- Three signed, professional letters of recommendation, one from a current or former supervisor which verifies required experience

Send application packet to:
Office of Administration and Personnel  
Jefferson Davis Community College  
P. O. Box 958  
Brewton, AL  36427-0958

**APPLICATION CLOSING DATE:** October 26, 2011

**ANTICIPATED STARTING DATE:** As soon after closing as possible

**OTHER INFORMATION:** Application is available from:
Office of Administration and Personnel  
Jefferson Davis Community College  
P. O. Box 958  
Brewton, AL  36427  
Phone: (251) 809-1530

and on the JDCC web page at:  [www.jdcc.edu](http://www.jdcc.edu)

*Jefferson Davis Community College is an equal opportunity employer.*

*It is the official policy of the Alabama State Board of Education and Jefferson Davis Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of or be submitted to discrimination under any program activity, or employment.*

*In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.*