POSITION ANNOUNCEMENT/INTENT TO EMPLOY

This is a continuous posting. The position will be open until filled.

POSITION: Office Assistant (part-time)

QUALIFICATIONS: The following are the minimum qualifications for this position:
1. High school diploma or GED required
2. Must participate in ongoing and periodic training as required by Northeast Alabama Community College
3. Excellent computer skills and ability to enter data into computer system
4. Ability to follow directions and complete tasks in a timely manner to meet all deadlines
5. Ability to communicate and listen well
6. Must possess excellent interpersonal skills and be respectful of all personnel, students, and visitors

ESSENTIAL FUNCTIONS: This position competently assists and supports the functions of Northeast Alabama Community College offices as assigned by the President. The employee must comply with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and Northeast Alabama Community College.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities of this position include:
1. Assist students and personnel with services specific to the office assignment
2. Answer phones
3. Be polite and respectful of all faculty, staff, students, and visitors and maintain positive working relationships with all personnel
4. Maintain confidentiality of college information
5. Act in a professional manner at all times
6. Dress appropriately for a professional, office environment or maintenance environment, based on appointed position
7. Be prompt for scheduled work times
8. Request absences from duty before they occur by contacting immediate supervisor
9. Turn in timesheets in a timely manner as requested by supervisor and Business Office
10. Perform all duties and responsibilities in a manner consistent with the College mission.

SALARY: To be determined by the President.

POSITION BEGIN DATE: As Needed 
APPLICATION DEADLINE: Continuous

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for this position. Submission of a complete packet is the responsibility of the applicant. For an application, visit our web page at www.nacc.edu or contact us at 256.228.6001, extension 2230. A COMPLETED APPLICATION FOR THIS PART-TIME POSITION CONSISTS OF THE FOLLOWING:
- a completed NACC application form
- a current résumé
- high school or GED transcript

Submit application via mail or in person to:
Lynde Mann, Human Resources Director
Northeast Alabama Community College
P. O. Box 159
Rainsville, AL 35986
(256) 638-4418 or (256) 228-6001, ext. 2230

ALL APPLICATION MATERIALS MUST BE MAILED OR HAND DELIVERED TO THE COLLEGE AT THE ADDRESS LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.
ADDITIONAL INFORMATION:

Criminal Background Check: In accordance with Alabama Community College System policy and procedures, 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.

E-verify Compliance: Northeast Alabama 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.

Transcripts: If selected for this position, transcripts of all college credit or high school/GED credit must be submitted to the Human Resources Office. Transcript copies must show the identification of the institution, the identification of the applicant, and verify that the applicant has received the minimum degree requirements as stated in the “Qualifications” section of this announcement. The person chosen to fill the position is required to furnish official transcripts prior to the start of employment.

Equal Opportunity Employer: Northeast Alabama Community College is an Equal Opportunity Employer. It is the official policy of the Alabama Community College System Board of Trustees, including institutions under the control of the Alabama Community College System that no employee or applicant for employment or promotion shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law. Northeast Alabama 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.

Accreditation: Northeast Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Northeast Alabama Community College.