



INTENT TO EMPLOY

(posted October 17, 2012)

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| Position: | Administrative Assistant to the President |
| Minimum Qualifications: | Interviews can be extended only to applicants who meet the minimum qualifications. The following are the minimum qualifications required for this position: <ul style="list-style-type: none">• Associate degree, or the equivalent (60 semester hours), from a regionally accredited two-year college or university• Five years of directly related experience• Proven ability to type 50 net words per minute• Strong administrative and organizational skills• Ability to demonstrate computer skills during screening• Strong work ethic• High degree of workplace professionalism, with excellent customer service skills, including proper telephone etiquette• Self-directed with strong organizational skills and ability to work independently• Ability to work a flexible schedule• Ability to work extended weekday and weekend schedules when needed• Ability to meet the public in a friendly and receptive manner• Effective oral and written communication skills; proficiency in the English language• Proficient use of the Microsoft Office suite, including Word, Excel, and PowerPoint |
| Preferred Qualifications: | Following are preferred qualifications for this position: <ul style="list-style-type: none">• Bachelor's degree from a regionally accredited college or university• Should be comfortable using a web browser (i.e., Internet Explorer) |
| Duties & Responsibilities: | The duties and responsibilities of this position include, but are not limited to, the following: <ol style="list-style-type: none">1. Regular and predictable attendance.2. Perform extensive administrative work.3. Perform advanced clerical/secretarial work, to include typing, filing/file maintenance, faxing, and copying.4. Schedule appointments and maintain the President's calendar of activities and appointments using scheduling software.5. Compose and type correspondence for the President's office.6. Conduct extensive internal/external communication by telephone, computer, and in print.7. Maintain institutional calendar.8. Maintain Intranet-based CVCC Policy and Procedures Manual and Alabama State Board policies.9. Prepare PowerPoint presentations and desktop publishing documents.10. Receive mail and other types of correspondence; determine who should receive the information and route to the appropriate person.11. Ensure the resource list of community and state contacts is continuously updated.12. Maintain inventory of supplies and office materials; order supplies as needed.13. Answer telephone; route calls to appropriate person; take messages as needed.14. Receive visitors to the executive office suite; direct visitors to the appropriate person.15. As requested, create internal communications using desktop publishing and/or word processing software; receive information and articles for message and distribute message to all faculty and staff as instructed.16. Serve on committees as relevant to the job, including as the recorder of the President's cabinet and other committees and meetings as assigned.17. Maintain copies of minutes from all campus general and staff development meetings.18. Perform other duties as assigned. |
| Salary: | Appropriate placement according to Alabama State Board of Education Salary Schedule E1 with a salary range for twelve months from \$41,420 to \$54,821. |

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Anticipated Begin Date: As negotiated

Application Procedure: To be considered for an interview, the applicant must **submit all of the following**:

- Letter of Application (cover letter)
- Current Résumé
- One-page personal Statement of Philosophy regarding the mission of the community college
- A completed CVCC Employment Application form (Rev. 5/12/2008)
- Copies of transcripts (unofficial or official) from all colleges from which degrees have been granted. Degree(s) must be posted on transcripts.

APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED. Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of CVCC. Requests for copies of application materials, including transcripts, will be denied by the College.

Verification of Employment letters will be required after an offer of employment has been made. Verification letters should, at a minimum, include the work experience indicated on page two of your application. This information is **required within fifteen (15) working days** of acceptance of an employment offer.

To secure an employment application go to www.cv.edu. Send complete application packet to the Department of Human Resources, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869. **Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.** Unofficial transcripts are acceptable for application; however, official transcripts must be received by the College prior to a contract being extended to the successful candidate.

Application Deadline: Application materials **must be received** in the Human Resources Office **no later than 1:00 p.m. EDT, Friday, November 2, 2012**, to ensure full consideration.

Please note that CVCC closes at 5:00 p.m. Eastern time Monday-Thursday and at 2:00 p.m. Eastern time on Fridays.

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 may consist of the following activities: question/answer session, written assignment, and/or skills assessments. Upon completion of the in-person interviews, the Committee will recommend finalists for the position to the President, after which final employment decisions will be made.

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. The College will not incur the cost of applicants' interview expenses. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Applicants hired by Chattahoochee Valley Community College or after January 1, 2012, will be subject to the E-Verify process pursuant to Act No. 2011-535.

An offer of employment is contingent upon a satisfactory criminal background investigation. In the event a conviction for a felony or any crime involving moral turpitude is found, the procedures set out in the guidelines for State Board Policy 623.01 will be followed. In addition, the applicant will be responsible for the nonrefundable \$13* cost of the criminal background investigation. *Additional charges may apply. DO NOT SEND PAYMENT WITH YOUR APPLICATION. THIS FEE WILL BE REQUIRED UPON HIRE.

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 in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program, activity or employment opportunity. CVCC is an Equal Opportunity Employer.