



# GADSDEN STATE COMMUNITY COLLEGE

Position Announcement – Search Reopened

Posting Date: March 25, 2022

Closing Date: April 1, 2022

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## **POSITION: ADMINISTRATIVE ASSISTANT I** *(Assigned to the Athletic Department)*

### **QUALIFICATIONS:**

- ◆ One (1) year (32 semester hours) of postsecondary education with a minimum of 15 semester hours in business or office-related coursework **required**.
- ◆ Two (2) years of experience in office or related secretarial work **required**.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Effective oral and written communication skills.
- ◆ Ability to keyboard at a minimum of *40 correct (net) words per minute for 3 minutes*.
- ◆ Knowledge of word processing and spreadsheet software (*Computer Level I*).
- ◆ Working knowledge of general office procedures, GSCC procedures, composition, and records management (*Office Procedures Level I Exam*).
- ◆ Ability to use Banner to create schedules and assist with registration processes.
- ◆ Ability to interpret and apply NJCAA, ACCC, and Gadsden State policies regarding athletes, student travel, and eligibility.
- ◆ Ability to coordinate assigned activities, proofread work for accuracy, and use the telephone effectively.
- ◆ Ability to make mathematical computations and tabulations accurately and with reasonable speed.
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Ability to learn assigned tasks readily and adhere to prescribed routines.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of office information.

### **DUTIES:**

- ◆ Serves as administrative assistant to the Athletic Director and provides administrative support related to the athletic department.
- ◆ Maintains academic and eligibility files for student athletes.
- ◆ Schedules meal money, hotels, registration fees, and transportation for all away games/matches according to NJCAA and Gadsden State policies and procedures.
- ◆ Responsible for the book loan process, working with the bookstore and instructional areas as needed.
- ◆ Participates in athletic meetings and activities as assigned.
- ◆ Prepares correspondence, articles, reports, forms, tests, tabulations, bulletins, manuals, and other documents from copy or drafts in an acceptable format.
- ◆ Receives, sorts, and routes incoming and outgoing mail within the department.
- ◆ Answers and routes incoming calls; schedules appointments for supervisor.
- ◆ Completes and processes requisitions, purchase orders, and invoices.
- ◆ Maintains and prepares monthly leave/payroll reports.
- ◆ Maintains files of reports, records, correspondence, and other materials according to established

classifications; maintains manuals, bulletins, and equipment inventories.

- ◆ Operates a computer, scanner, copier, calculator, and other office machines.
- ◆ Serves as a receptionist to direct students and guests to appropriate areas.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs related duties as assigned.

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**PROJECTED STARTING DATE:**

April 2022

**SALARY:**

State Salary Schedule E-3, Grade 05 - \$31,698 – \$46,854 based on applicable experience.

**APPLICATION DEADLINE:**

April 1, 2022 – 11:30 A.M.

**APPLICATION PROCEDURE:**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.**

Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

*Application materials must provide documentation that the applicant meets all minimum qualifications.*

Send to:

**DIRECTOR OF HUMAN RESOURCES  
GADSDEN STATE COMMUNITY COLLEGE  
P. O. Box 227  
GADSDEN, AL 35902-0227  
(256) 549-8236  
[jobs@gadsdenstate.edu](mailto:jobs@gadsdenstate.edu)**

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.  
Application materials are considered privileged and confidential and will be used for employment purposes only.

**Gadsden State Community College is an equal opportunity employer.**

**It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.**

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

**The College reserves the right to withdraw this job announcement at any time prior to the awarding.**

**Any offer of employment is contingent upon a satisfactory criminal background investigation.**

**This employer participates in E-Verify.**