



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement
Posting Date: February 24, 2022
Closing Date: March 10, 2022

POSITION: MANAGER I – VETERANS UPWARD BOUND PROGRAM

INITIAL BASE: GADSDEN CAMPUS

THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS (TENURE) IS NOT AVAILABLE. CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING.

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in business or office-related coursework **required**.
- ◆ Three (3) years of experience in a related area **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 make minor decisions in accordance with regulations and apply them to work problems.
- ◆ Ability to coordinate assigned activities within the department and with program participants.
- ◆ Attention to detail in documentation procedures and digital file systems.
- ◆ Ability to understand and carry out moderately complex oral and written instructions.
- ◆ Familiarity with operation of standard office equipment.
- ◆ Knowledge of word processing and spreadsheet software (*Computer Level I Exam*).
- ◆ Working knowledge of general office procedures, GSCC procedures, composition, machine transcription, and records management (*Office Procedures Level I Exam*).
- ◆ Ability to keyboard at a minimum of 40 *correct (net) words per minute for 3 minutes*.
- ◆ Ability to establish and maintain effective working relationships with a diverse population of veterans, other employees, and the public.
- ◆ Ability to meet deadlines and maintain confidentiality of office information.

DUTIES:

- ◆ Supervises and participates in a variety of services to support the program.
- ◆ Assists in preparation of forms, statements, purchasing, payroll, and stipend payments.
- ◆ Answers questions from veterans and part-time staff when working in the office independently.
- ◆ Trains employees in the operation, adjustment, and care of equipment in the assigned area.
- ◆ Composes routine correspondence.
- ◆ Inputs data into cloud and database software.
- ◆ Maintains digital files, forms, and other materials relating to the program.
- ◆ Completes and regularly updates inventory of supplies and equipment.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other 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:

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

APPLICATION DEADLINE:

March 10, 2022 – 4:00 P.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**

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.