



# J.F. DRAKE STATE

## COMMUNITY & TECHNICAL COLLEGE

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### INTENT TO EMPLOY

Post: 12-5-18

#### **POSITION: DATA ENTRY CLERK (PART-TIME)**

(Continuation of position is contingent upon grant funding)

#### **REQUIRED QUALIFICATIONS:**

- Minimum of a high school diploma or GED credentials
- Minimum of two (2) years full-time data entry and/or clerical experience
- Ability to work between the hours of 8:00 a.m. and 5:30 p.m.
- Ability to maintain confidentiality of office information
- Excellent computer skills

#### **PREFERRED QUALIFICATIONS:**

- Banner experience
- Adult Education experience
- Database management and experience in AAESAP
- Excellent organizational skills
- Ability to handle multiple tasks
- Excellent oral, auditory and written communication skills
- Ability to establish and maintain effective working relationships with students and other employees

#### **DESIRED PROFILE:**

Preference will be given to candidates who can demonstrate through their experiences and accomplishments:

- An understanding of and commitment to the philosophy and mission of a community and technical college
- A sensitivity and commitment to cultural diversity
- The ability to handle multiple tasks and various situations in a calm and professional manner
- Ability to work well under pressure and deadlines
- A commitment to teaching and learning, where recent high school graduates, adult students, and non-traditional students are involved

#### **ESSENTIAL JOB FUNCTIONS:**

The Data Entry Clerk shall perform the duties as specified in conformity with policies established by the Alabama Community College System Board of Trustees and the J. F. Drake State Community and Technical College Faculty and Staff Handbook.

- Work as an effective member of the team to ensure the success of all students
- Manage student intake in the assigned office(s) in an effective and professional manner
- Enter data, understands and uses the AAESAP data system
- Collate files and/or prepare documents and reports
- Collect and enter data for reports
- Maintain documents and reports
- Audit reports for accuracy
- Perform receptionist duties
- Operate office machines such as copier, calculator, computer or audio-visual equipment

- Open, sort, prepare, send, and distribute mail
- Assist in the security and maintenance of test materials
- Follow established methods and procedures
- Assist in preparing student folders and maintaining records of student progress
- Assist in orientation/registration process
- Retain and submit documentation as requested to support accreditation efforts
- Perform other work related responsibilities as assigned by the Director of Adult Education, the Associate Dean of Instruction, Dean of Instruction, and/or President

**Job description may be modified or altered at any time by management**

**SALARY:**

Appropriate placement on Local Salary Schedule “L”, not to exceed \$18.49 per hour and (19) hours per week

**APPLICATION:**

Applicants must meet the minimum qualifications and must submit a complete application packet to be considered for this position. **It is the sole responsibility of the applicant to ensure his or her application packet is complete.** A complete application packet includes:

- A completed and signed DSCTC application
- Current resume
- Employment letter(s) from current and/or previous employers, verifying relevant employment experience meeting the minimum required qualifications. Letters must include employment dates, job title, full-time or part-time, and on official letterhead with an actual authorized personnel signature. Letter from current employer may be delayed until an official offer of employment has been made.
- Official transcripts for the required degree and higher, identifying the applicant, institution and date degree conferred. Unofficial transcripts will be accepted as part of the application packet, but official transcripts must be received in the Office of Human Resources prior to the employment start date.

J. F. Drake State Community and Technical College employment forms are available online at [www.drakestate.edu](http://www.drakestate.edu) or from the Office of Human Resources. The completed application packet should be returned to:

J.F. Drake State Community and Technical College  
Attn: Office of Human Resources  
3421 Meridian Street, North  
Library, Room 219  
Huntsville, Alabama 35811  
Telephone 256-551-7278

**APPLICATION DEADLINE:**

**Wednesday, December 19, 2018 at 10:00 a.m.**

**ANTICIPATED STARTING DATE:**

**January, 2019**

All applicants must have on file, a completed application packet by the deadline date. All applications received will be screened and interviews scheduled by appointment only. All applicants must adhere to the College’s prescribed interview schedule and must travel at his/her own expense. Applicants must demonstrate written proficiency in English as part of the on-campus interview process. Drake State Community 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. Employment will be contingent upon the results of E-Verify and a satisfactory criminal background check.

J.F. Drake State Community and Technical College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis 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, shall be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Drake State 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 awarding. Drake State compiles information about safety and security and publishes an annual report. This report can be found on the website by accessing the crime and safety report link. The link can be found on the Drake State home page by clicking the "About Us" tab and the selecting the "Campus Security Report" link. A copy can also be obtained by contacting the Director of Operations at 256-551-5210.