



J.F. DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

INTENT TO EMPLOY

Post: 5/16/18

POSITION: EXECUTIVE SECRETARY TO THE PRESIDENT

QUALIFICATIONS:

- Minimum of Associate's degree in a secretarial related field from a regionally accredited institution or two (2) successful years in postsecondary/higher education in a secretarial related field from a regionally accredited institution **required**; Bachelor's degree in business/secretarial related field **preferred**
- Five (5) years of documented successful administrative secretarial work experience **required**
- Excellent computer skills **required**
- Excellent oral, auditory, and written communication skills **required**
- Excellent organizational skills **required**
- Ability to handle multiple tasks **required**
- Knowledge of advanced word processing, spreadsheet, database software, and other current computer software application **required**
- Ability to proofread work for accuracy **required**
- Ability to establish and maintain effective working relationships with students, other employees, and the public **required**
- Ability to maintain confidentiality of office information **required**

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, professional manner
- A commitment to teaching and learning, where recent high school graduates, adult students, and non-traditional students are involved

ESSENTIAL JOB FUNCTIONS:

The Executive Secretary to the President 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.

- To provide executive support and management of the President's office
- To receive and handle all communications, to include electronic communications, correspondence and screen telephone calls
- To manage the President's office in an effective and professional manner
- The ability to compose letters, memoranda, and other correspondence
- To schedule and arrange all appointments, meetings, and travel plans
- To maintain a comprehensive filing system of all correspondence and related documents
- To file and maintain records of a confidential nature
- To serve on college committees when requested
- To provide leadership to college secretarial team
- To prepare effective power point presentations

- Maintain compliance with college and program related accreditation and certification standards
- Retain and submit documentation as requested to support accreditation efforts
- Perform other work related responsibilities as assigned by the President

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

SALARY: Appropriate placement on Alabama Community College System Board of Trustees Salary Schedule E-1, Grade 1
Salary range \$47,718 - \$61,655

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
- Official transcripts for the required degree and higher (unofficial copies will accepted before the closing date, but official transcripts must be received before an offer of employment can be made). Transcripts must include conferred or awarded date.

J.F. Drake State Community and Technical College employment forms are available online at 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
Bldg. 500, Room 501
Huntsville, Alabama 35811
Telephone (256) 551-7278

APPLICATION DEADLINE: **Wednesday, May 30, 2018 at 11:00 a.m.**

ANTICIPATED STARTING DATE: **June, 2018**

All applicants must have on file a completed application packet by the deadline date. From all the applications received, a screening committee will select the applicants to be interviewed. Interviews will be by appointment only. Applicants must demonstrate proficiency in written English as part of the on-campus interview process. All applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. J.F. Drake State Community and Technical 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. Verification of employment letters will be required after an offer of employment has been made. Verification letters must be typed on company letterhead, signed, and include the applicant's beginning and ending dates of employment, employment title, and indicate if the employment was full or part time. Part-time employment verifications must state the number of hours worked per week. This information is **required within fifteen (15) working days** of acceptance of an employment offer.

J.F. Drake State Community and Technical College is an equal opportunity employer. It is the official 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 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, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. J.F. Drake State Community and Technical 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 awarding. J.F. Drake State Community and Technical College 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 on the "About Us" tab and then selecting the "Campus Security Report" link. A copy can also be obtained by contacting the Director of Operations at 256-551-7268.