



INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Administrative Assistant to the Dean of Administration

POST: March 18, 2020

Application Deadline: Search will continue until 3:00 PM on **March 31, 2020**.

General Information: J.F. Ingram State Technical College is a postsecondary correctional education institution with centers located in Deatsville (Main Campus), Julia Tutwiler Prison, Draper Correctional Facility, Alabama Therapeutic Facility (ATEF), Donaldson Correctional Facility, Bibb Correctional Facility and LIFE Tech (Thomasville). Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

Qualifications: A high school diploma or GED; three (3) years of full-time office experience; experience and/or education in bookkeeping and/or accounting is **required**. An Associate's degree in a business-related field; verifiable expertise and/or knowledge of ACCS Board of Trustee policies, procedures, and guidelines is **preferred**.

Summary: All duties performed under the direct supervision of the Dean of Administration. The Administrative Assistant to the Dean of Administration is responsible for managing the day-to-day operations of the Dean of Administration's office efficiently, as well as performing clerical and/or recordkeeping tasks required in the daily activities of the College work.

Essential Functions:

- Perform intricate clerical and secretarial work involving frequent detailed duties of an administrative nature,
- Exercises good judgment in establishing or adapting work procedures to new situations and in performing varied clerical and administrative services,
- Prepares replies to correspondence from brief dictated notes or on own initiative,
- Screens telephone calls and incoming mail,
- Fills in, as needed, for absences of the Administrative Assistant to the President,
- Searches files for a variety of source materials to serve as background for reports,
- Carries out a wide range of complex clerical tasks requiring the application of independent judgment and knowledge of regulations, policies, or procedures,
- Possesses general knowledge of bookkeeping or accounting principles,
- Keeps appointment calendar as needed,
- Takes and transcribes minutes of meetings,
- Prepares material for meetings, notices, resolutions, agendas, and related reports,
- Handles personal or confidential mail,
- Assists with operations of offices under the supervision of the Dean of Administration,
- Assists with college events for college functions (to include the ISTC Foundation, College Tours, Professional Development Meetings, etc.),
- Receipts deposits as needed,
- Issues and monitors Live Work orders,
- Maintains workbook on demand for Live Work,
- Performs other duties as assigned by the Dean of Administration or his/her designee,
- Serves on College committees,
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical College,

- Maintains a sensitivity and commitment to cultural diversity,
- Complies with any applicable guidelines and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J.F. Ingram State Technical College.

Salary Range: Salary will be determined by placement on the appropriate Alabama Community College System-approved salary schedule. E3 03 (\$40,973 - \$55,830)

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

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.

Application Procedure: Application forms are available from the following website:

<https://istc.edu/employment/>

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all material before the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and willing to complete additional required application material. Interviews may include a prescribed question and answer session and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application material received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for. Questions can be sent by email to Andrea Richardson, Coordinator of Human Resources at andrea.richardson@istc.edu or call 334-290-3251.

A complete application packet consists of:

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable, however; photocopies of application material are acceptable).
- A **current** resume reflecting all previous work experiences.
- Copy of High School Diploma or GED.
- Copies of transcripts from **all** colleges attended where degrees were conferred. Degree(s) must be posted on transcripts. Unofficial transcripts will be acceptable for review by the selection committee. However, before any offer of employment, the College must receive official transcripts.

Mail to:

J.F Ingram State Technical College
Human Resources
Post Office Box 220350
Deatsville, AL 36022

Hand deliver to:

J.F. Ingram State Technical College
Human Resources
5375 Ingram Road
Deatsville, AL 36022

**All mailed application packets must be mailed to PO BOX 220350 Deatsville, AL 36022, by the specified deadline.

DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIAL

ALL APPLICATION MATERIAL SUBMITTED FOR CONSIDERATION OF EMPLOYMENT MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES, NO E-EMAILED OR FAXED APPLICATION MATERIAL WILL BE ACCEPTED.

Other Information: J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 632.01 will be followed. I further understand that I may be responsible for the cost of a said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within three days of hire, and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

J.F. Ingram State Technical 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 ACCS Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State 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 the awarding.